



**Office of Financial Aid Services**

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**Institutional Verification Checklist  
Dependent Student**

- Is the 2011-2012 Verification form completely filled out and signed by the student and the parent?
  
- In sections E & F, if the answer is no, or the question does not apply, enter "0".  
**DO NOT LEAVE ANY ITEMS BLANK.**
  
- Have you attached a **signed** copy of your and your parent(s) 2010 Federal Tax returns (1040 or 1040A or 1040EZ) and all supporting schedules?  
**DO NOT SUBMIT STATE TAX RETURNS AND SCHEDULES.**
  
- Have you attached copies of all student and parent(s) 2010 W-2's?
  
- If you or your parent(s) were required to file a 1040, did you answer the asset information questions on the FAFSA (questions 40-42 and 88-90)? If you or your parent(s) left those questions blank, please fill out a **Dependent Asset Verification Form** for both the student and parent(s) and submit it with your other verification materials. You can print the Asset Form from our Website.

**PLEASE NOTE:**

1. The US Department of Education prohibits schools from disbursing federal financial aid until the verification process is complete.
  
2. Allow 4-6 weeks for Financial Aid Services to complete the verification process. Incomplete verification forms and/or copies of taxes and schedules will delay the processing of your financial aid.
  
3. You can check the status of your financial aid by logging into your "MyInfo" account at: [www.montana.edu](http://www.montana.edu)
  
4. Do not return this checklist to our office. It is for your reference only.