



# *Institutional Verification Form*

## 2009-2010 ■ Independent Student

Your Federal Financial Aid Application was selected for review in a process called "Verification". This process is required to verify the information reported on your Free Application for Federal Student Aid (FAFSA). Read instructions carefully and answer all questions. **DO NOT LEAVE ITEMS BLANK.** When complete, return this form, with all requested documents and signatures, to the address listed above. Write your name and MSU ID number in ink on all documents. Please allow 4-6 weeks for processing. If you have questions, contact the Office of Financial Aid Services.

### A. Student Information

Student Name: \_\_\_\_\_ MSU ID \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Local Phone Number: \_\_\_\_\_

### B. Family Information

List the people in your household, including:

- yourself, and your spouse if you have one, **AND**
- your children, if you will provide more than half of their support from July 1, 2009 through June 30, 2010, **AND**
- other people if they now live with you, and you provide more than half of their support **AND** you will continue to provide more than half of their support from July 1, 2009 through June 30, 2010.

Write the names of all household members including yourself. Also write in the name of the college for any household member who will be attending college at least half time between July 1, 2009 and June 30, 2010, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Date of Birth (MM-DD-YY)	Relationship to Student	College (must be enrolled at least half-time)
			SELF	

### C. 2008 Tax Forms and Income Information

1. Current marital status (check one): Unmarried (single, divorced, or widowed)      Separated      Married  
 Effective date of current marital status: \_\_\_\_\_

2. Student's (and spouse's) 2008 tax forms and taxable income:

\_\_\_\_ Check here if you (and/or your spouse) filed a 2008 U.S. Income Tax Return (includes IRS form 1040, 1040A, 1040EZ, or foreign income tax return). Attach a signed photocopy of the 2008 tax return including all schedules, W-2's and K-1 forms if applicable. If you are married and filed separately from your spouse, attach both returns. (If you cannot locate your forms you can request a tax transcript from the IRS at 800-829-1040.) **All income tax returns and other summary documentation must be signed and dated. Do not submit originals, as they will not be returned to you.** This applies to federal taxes only. Do not submit state taxes.

\_\_\_\_ Check here if you (and/or your spouse) will not file and are not required to file a 2008 U.S. Income Tax Return. If you did not file, list below your employer(s) and any income received in 2008:

Employer(s) or other source of income:	Amount Earned in 2008:
Student's _____	\$ _____
_____	\$ _____
Spouse's _____	\$ _____
_____	\$ _____

## D. 2008 Untaxed Income and Benefits

Did you (or your spouse) receive any untaxed income in 2008 from the following sources? If the answer is no, or the question does not apply, enter "0". **DO NOT LEAVE ANY ITEMS BLANK.**

	STUDENT	SPOUSE
1. Child support <b>received</b> for your dependent children?	\$ _____/yr	\$ _____/yr
2. Housing, food or living allowance for military, clergy or others?	\$ _____/yr	\$ _____/yr
3. Veteran's non-educational benefits?	\$ _____/yr	\$ _____/yr
4. Food stamps    SSI    TANF    WIC    Dislocated worker	\$ _____ <b>NA</b> _____/yr	\$ _____ <b>NA</b> _____/yr
5. Untaxed unemployment or workers compensation benefits?	\$ _____/yr	\$ _____/yr
6. Money received, or paid on your behalf (e.g., bills) not reported as taxable income on your or your spouse's 2008 federal tax return:	\$ _____/yr	\$ _____/yr

## E. 2008 Income Adjustments

Enter the total amounts that apply to you (or your spouse) for 2008. If the answer is zero or the question does not apply, enter "0". **DO NOT LEAVE ANY ITEMS BLANK.**

	STUDENT	SPOUSE
1. Child support you (or your spouse) <b>paid</b> because of divorce or separation. List name(s) of child(ren) for whom support was paid: _____ _____	\$ _____/yr	\$ _____/yr
2. AmeriCorps awards -- allowances and benefits received:	\$ _____/yr	\$ _____/yr
3. Taxable earnings from need-based federal or state Work Study programs. List school(s) Work Study was earned from: _____ _____	\$ _____/yr	\$ _____/yr
4. Grants or scholarships reported as taxable income on your or your spouse's 2008 federal tax return. List only the scholarships and grants reported, and the amount: _____ _____	\$ _____/yr	\$ _____/yr
5. Combat Pay:	\$ _____/yr	\$ _____/yr

## F. Certification and Signatures

**You (the student) must sign this form in ink. If you are married, your spouse must also sign this form.** A printed name will not be accepted. Each person signing this form is certifying that all the information reported to qualify for Federal Student Aid is complete and correct and that s/he will provide all the requested documents.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**