

Your application was selected for review in a process called "Verification" which is required under Federal Financial Aid Program rules (CFR Title 34, Part 668). In this process we will be comparing information from your application with **signed copies of your and your spouse's, if applicable, 2008 federal tax forms along with W-2s** or other financial documents. Federal regulations mandate that we collect this information before awarding federal aid. If there are any differences between your application information and your financial documents there may be a need to submit corrections on your Student Aid Report (SAR). Please complete the verification requirements as soon as possible so that your financial aid will not be delayed. Contact the Office of Scholarships & Financial Aid for any assistance.

What you should do:

- Collect all 2008 **federal** tax documents pertaining to you and your spouse, (if applicable).
- Talk to your financial aid administrator if you have questions about completing this worksheet.
- Complete and **sign** this worksheet.
- Send this completed and **signed** worksheet, and **signed** 2008 federal tax forms and W-2 forms to the Financial Aid Office.

A financial aid administrator will verify the information on the documents. If corrections are needed, the Financial Aid Office will make them unless additional information is needed; in which case you will be contacted.

Student Last Name First Name M.I.

Student ID # or SSN

Permanent Address (include Apt. No.)

Date of Birth

City State Zip Code

Phone Number (include area code)

Family Information

List the people in your **household**. **Include name, age, relationship, and name of college attending, if any: Include your spouse, (if applicable). Include your children/step-children**, if you will provide more than half of their support from July 1, 2009 through June 30, 2010, even if they do not live with you.
Include other people if they now live with you, and you provide more than half of their support **and will continue** to provide more than half of their support from July 1, 2009, through June 30, 2010.
Exclude foster children.

Be sure to complete ALL boxes for each household member. If left blank, the form will be returned.

Family Member's Name	Age	Relationship	Name of College (if enrolled at least ½ time between July 2009 and June 2010)
Student's Name		Self	FERRIS STATE UNIVERSITY

II. Tax Forms and Income Information

All 2008 federal tax filers must provide one of the following: 1040, 1040A, or 1040EZ, a tax return from Puerto Rico, or a foreign income tax return. If you did not keep a copy of the tax return, request a **transcript (Form 4506-T)** from the Internal Revenue Service at **(800) 829-1040** or a copy from your tax preparer. **ALL TAX FORMS MUST HAVE THE TAXFILERS SIGNATURE.**

Check all that apply:

I, the student, ___ have attached a **copy of my signed federal tax return** and a **copy of my W-2 form(s) or Schedule C**.
 ___ did work in 2008, but **did not and will not file federal taxes**. I have attached a **copy of my W-2 forms**.
 ___ did **NOT** work in 2008. **I did not and will not file a federal income tax return.**

My spouse ___ has attached a **copy of his/her signed federal tax return** and a **copy of his/her W-2 form(s) or Schedule C**.
 ___ did work in 2008, but **did not and will not file federal taxes**. My spouse has attached his/her **W-2 forms**.
 ___ did **NOT** work in 2008. **My spouse did not and will not file a federal income tax return.**

»Please note: If the student and/or spouse has filed an **extension form 4868**, please submit a copy of that form along with your W-2 forms or a signed statement certifying the amount of adjusted gross income by self-employed taxpayer. Your financial aid estimate will be cancelled if a copy of your tax return is not received by October 15th.

III. Everyone: Please answer the following questions:

If you and/or your spouse own a small business, do you employ more than 100 full-time employees? _____
 If yes, you must list a value for that business. \$ _____

What is the current net value of your and/or your spouse's investments? This includes qualified educational savings accounts, real estate (but not the home you live in), trust funds, CD's, stocks, bonds, etc. \$ _____.

If you and/or your spouse pay child support, how much was paid annually in 2008? \$ _____. Children's names for which support was paid _____.

IV. List exact amounts of untaxed income received in 2008 by the student (or spouse). Include any amounts received for all dependents. If not applicable enter N/A or "0" in each box. Blank forms will be returned for completion.

Sources:	Student	Spouse
Yearly Child Support received for all children in the household. Do not include support for foster children.		
401k/403b, Retirement Contributions (See Box 12a-d of W-2 form)		
Housing allowance (clergy, military, etc)		
Money paid on your behalf and source of income.		

V. Sign This Form *Warning: If you purposely provide false or misleading information on this form, you may be fined, be sentenced to jail, or both.*

 Student

 Date

Please return this form along with signed copies of tax documents as outlined in section II to address listed below: