

Important information to complete the Verification forms

- It is very important and beneficial to read the enclosed Verification documents in their entirety, as most of your questions will be answered.
- The forms can either be mailed **or** faxed to our office. It is not necessary to do both.
- You may drop off forms at either Bison Connection in the Memorial Union or at our office in Room 202 of Ceres Hall.
- It would be appreciated if all requested forms were submitted at the same time.
- Please allow at least three weeks before checking to see if we have the forms. We ask that the student check their Campus Connection To Do List before calling us. If we don't have everything we need, we will contact the student to submit the additional information.
- Please use black or blue ink when filling out the forms.
- Please do NOT staple everything together; we prefer a paperclip instead.
- We ask that you do not make any corrections to the FAFSA once you have been selected for Verification. We will make any necessary corrections for this process.
- RE: Section B Family information on the Verification Worksheet – Please circle your (if independent) or your parents (if dependent) marital status as of today. This is simply asking for the date of the most recent marriage. If you (if independent) or the parents (if dependent) divorced and remarried, we need the date of that marriage. There sometimes is confusion with students only using the date the biological parents were married, which is correct if the biological parents are still married.
- Receiving an Award Notice does not stop the Verification process. Please submit the requested forms to our office. If corrections change your EFC, it may be necessary to adjust the award.

When submitting the 2008 Federal Tax Return....

- Make a photocopy of your 2008 Federal Tax Return and sign it. This would be 1 page if you filed a 1040EZ, or 2 pages if you filed the 1040A or 1040 long form. Please refer to the enclosed "What You Can Submit for Federal Tax Returns". We do not need a copy of the complete tax return.
- We do not need any copies of the State Tax Return.
- If you filed your taxes electronically, we cannot use the electronic signature page. Make a photocopy of your 2008 Federal Tax Return and sign it.
- You will need to request a tax return transcript if you didn't keep a copy of your 2008 return.
- If you did not file a 2008 Federal Tax Return, please see Section C, Questions 1&2 on the Verification Worksheet. Do not make up a return to submit to us. We need the return you submitted to the IRS.
- If you have filed an amended 1040/1040A, you must submit the 2 pages of the amended return along with a copy of your original Federal Income Tax Return.