

Verification Letter

Please follow the steps below to successfully complete verification.

1. Complete and sign the enclosed Verification Worksheet. Do not leave any questions blank. If an answer is zero or does not apply, write in 0. Failure to complete all sections and provide all requested signatures in section E will result in the worksheet being returned to you.

- 2a. **Dependent Students:** Make *copies* of your/your parent(s) 2008 federal tax return that we can keep. Copies **must be signed** or they will be returned for signatures. Please see the enclosed "What You Can Submit for Federal Income Tax Returns" form, for examples of federal tax returns that we can accept.
 - A. Copies of all W-2(s), amount matching line 1 of the 1040 EZ, or line 7 of the 1040 or 1040A, must be submitted.

 - B. If you/your parent(s) have a business or farm, you must submit all copies of:
 1. Schedule C, amount matching line 12 of the 1040
 2. Schedule E, amount matching line 17 of the 1040
 3. Schedule F, amount matching line 18 of the 1040
 4. Schedule K-1 (Form 1065), box 14, code A

 - C. Please do not send copies of the state tax return.

- 2b. **Independent Students:** Make *copies* of your/your spouses (if married) 2008 federal tax return that we can keep. Copies **must be signed** or they will be returned for signatures. Please see the enclosed "What You Can Submit for Federal Income Tax Returns" form, for examples of federal tax returns that we can accept.
 - A. Copies of all W-2(s), amount matching line 1 of the 1040EZ, or line 7 of the 1040 or 1040A, must be submitted.

 - B. If you/your spouse have a business or farm, you must submit all copies of:
 1. Schedule C, amount matching line 12 of the 1040
 2. Schedule E, amount matching line 17 of the 1040
 3. Schedule F, amount matching line 18 of the 1040
 4. Schedule K-1 (Form 1065), box 14, code A

 - C. Please do not send copies of the state tax return.

3. If you corrected your tax return, we need copies of your original and amended returns, along with the explanation page. Submit the Verification Worksheet, requested tax information and any other enclosed forms. We suggest that you return it to the Office of Student Financial Services **WITHIN 30 DAYS. You will not be eligible to receive federal financial aid (including loans and grants) until Verification has been completed.**

Please note: *You must complete Verification, even if you have received an award notice. Verification CAN TAKE SEVERAL WEEKS to complete.*