



2009-2010 VERIFICATION INFORMATION AND INSTRUCTIONS

What is Verification and why was I selected?

Verification is a process whereby the information reported on the Free Application for Federal Student Aid (FAFSA) is confirmed with tax returns and other documents. Since the FAFSA may be filed prior to tax filing, it is crucial that our office ensures that the information is accurate and that the funds are awarded only to eligible students.

Being selected for verification does not mean that we think your information is incorrect. The office participates in a Quality Assurance Program offered by the U.S. Department of Education. This program permits our office to analyze our applicant pool each year and to identify those items and questions on the FAFSA that are most often answered incorrectly, such as “taxes paid vs. taxes withheld”. Some applications are chosen based on those common errors, while others are chosen randomly.

What do I need to submit if I am selected?

If you are selected for verification please check your 2009-2010 Missing Documents Letter on ePAWS to find out which forms you will have to submit. Please be sure to sign all forms and tax return copies. Do not leave any lines blank on the forms—indicate N/A or zero if appropriate. All fields must be populated. If it requires dollar amounts, they must have a numerical value. **Incomplete forms will not be processed.**

The following could be requested:

- 2009-2010 Dependent/Independent Verification Worksheet
- A signed copy of your 2008 Federal Tax Return (independent students must also provide spouse's tax return)
- Student and/or Spouse 2008 W2s
- A signed copy of your parent's 2008 Federal Tax Return (for dependents)
- Parent 2008 W2s
- 2009-2010 Income and Expense form

What happens once I submit my information?

Once you have submitted **all** of the requested documents the Financial Aid Office will review the information and compare it to the information you provided on your 2009-2010 FAFSA. When discrepancies are found, corrections are sent to the federal processor to recalculate your aid eligibility. It may result in a decrease in total aid, loss of the Pell Grant and other grant aid, or an increase in total aid and loans.

Normal processing time is approximately 10-15 business days during which time you can track the process through ePAWS on the “Financial Aid Requirements” page. After your documents are logged on by our office you will see ‘Verification Pending’ on this page. Once your verification is complete, the ‘Verification Pending’ will be waived.

What happens if I don't submit the requested information?

When you and your parent signed the FAFSA (either by signing the paper FAFSA or by using your PIN on the web) you agreed, if asked, "to provide information that will verify the accuracy of your completed form." Therefore failure to comply with this process could result in a loss of aid. **No disbursement of funds can be made until the verification process has been completed.**

Tips for submitting Federal Income Tax Documents

In all cases, a signed photocopy of the original federal tax return that was filed with the IRS is acceptable (we do not need state tax returns). A tax return must be submitted unless you were not required by law to file and you have indicated this on the Verification Worksheet. Please note that if a federal income tax return was not filed, we still need a copy of all W2's issued by employers. If you or your parents worked outside of the United States, please be sure to include all foreign tax returns.

Signatures

Returns must be signed by the filer(s). Either an original or photocopied signature is acceptable. If you did not keep a copy of your tax return, request a tax return transcript (account transcripts are not sufficient) from the Internal Revenue Service (800-829-1040) or a copy from your tax preparer. The Signature Authorization 8879 form is **not** acceptable as a signature. **We do not encourage original copies be submitted.**

Making Copies

Please be sure that copies of all pages of the return and W2's are clear and readable. The first page of the return should not be obscured by W2's when you make copies. If your return is printed front/back, be sure to copy both sides. Make certain all figures on your copies are legible on both the return and W2's.

Tax Filing Extensions:

You may have applied for and received an extension for submitting your Federal Income Tax return. This extension does not waive the requirement that we must have a tax return for verification of federal aid. Once we receive your completed return (and all other required documents) our office will be able to proceed with verification and determination of your aid eligibility.

Fax, Mail, or Hand-in the completed Verification documents to:

University of Nevada Reno

Student Financial Aid and Scholarships/MS 0076

Reno, NV 89557-0076

Fax: (775) 784-1025

Phone: (775) 784-4666

Toll Free: (877) 666-0014

Located on the 3rd floor of the Fitzgerald Student Services Building



2009-2010 DEPENDENT VERIFICATION WORKSHEET

Institutional verification is required to check the accuracy of the data submitted on the FAFSA. It allows the University to reduce frequent errors as determined by our Quality Assurance Program. The 2009-2010 Dependent Verification Worksheet must be fully completed, signed and dated to continue processing your financial aid. Read the instructions carefully and **do not leave any line blank**.

You must include signed and dated 2008 federal tax return(s). Tax returns include 2008 IRS Form 1040, 1040A, 1040EZ, or any U.S. Territory or foreign income tax return. *Do not submit schedules or attachments.*

Student's Tax Forms

Parent(s)' Tax Forms

- Check here if you filed. Attach a signed copy of your 2008 Federal Tax Return.
- You must attach W-2 forms, if you worked and were not required to file a 2008 Federal Tax Return.
- Check here if you did not work and were not required to file a 2008 Federal Tax Return.

- Check here if your parent(s) filed. Attach a signed copy of your parent's 2008 Federal Tax Return.
- You must attach W-2 forms, if your parent(s) worked and were not required to file a 2008 Federal Tax Return.
- Check here if your parent(s) did not work and were not required to file a 2008 Federal Tax Return.

If you do not have a copy of your federal tax return, contact the IRS for a tax transcript. Tax transcripts can be ordered at your local IRS office or by calling 1-800-829-1040. Please allow two weeks for your tax transcript from the IRS.

A. STUDENT INFORMATION

Student Name: _____ SSN: _____ - _____ - _____

Address: _____
No. Street Apt. City State Zip Code

University E-mail Address: _____@unr.nevada.edu Date of Birth: ____/____/____

Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

B. HOUSEHOLD INFORMATION

List the people in your parents' household. Please include:

- yourself;
- your parent(s) and stepparent even if you don't presently live with your parent(s) or stepparent.
- your parents' other children even if they don't live with your parent(s), if (a) your parents will provide more than half of their support from July 1, 2009 to June 30, 2010, or (b) the children would be required to provide parental information when applying for federal financial aid, and
- other people if they now live with your parents, your parents provide more than half of their support, and your parents will continue to provide more than half of their support from July 1, 2009 to June 30, 2010.

In addition to listing you, your parents, and others in your parents' household, write the full name of the college if that member will be attending college at least half time between July 1, 2009 and June 30, 2010 and will be enrolled in a degree or certificate program. Parents cannot be included in the # in college count.

Full name	Date of Birth/Age	Relationship	College	Type of Program?
		<i>SELF</i>	<i>Univ. of NV</i>	<input type="checkbox"/> Undergrad <input type="checkbox"/> Grad/Med/JD
		Father (or Stepfather)	XXXXXXXXXX	XXXXXXXXXX
		Mother (or Stepmother)	XXXXXXXXXX	XXXXXXXXXX
				<input type="checkbox"/> Undergrad <input type="checkbox"/> Grad/Med/JD
				<input type="checkbox"/> Undergrad <input type="checkbox"/> Grad/Med/JD
				<input type="checkbox"/> Undergrad <input type="checkbox"/> Grad/Med/JD

If more space is needed, please attach a separate page

C. 2008 INCOME INFORMATION

The following sections refer to any income not listed or excluded on your or your parent(s)' 2008 Federal Income Tax Return. If you worked but did not file list all employer(s) and amount earned (**refer to and attach W-2 forms**). Also, list any untaxed income received in 2008. If you or your parent had no untaxed income, write 0 as applicable.

DO NOT LEAVE ANY LINE BLANK. INCOMPLETE FORMS WILL NOT BE PROCESSED.

SOURCES OF 2008 NON-REPORTED INCOME	STUDENT	PARENT
	\$	\$
	\$	\$
TOTAL NON-REPORTED INCOME	\$	\$

UNTAXED INCOME REPORT ANNUAL AMOUNTS	STUDENT (Q. 47)	PARENT (Q. 95)
<i>Payments to tax-deferred pension and saving plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 Form in Boxes 12a – 12d, codes D, E, F, G, H and S</i>	\$	\$
Child support <u>received</u> for all children. Don't include foster care or adoption payments.	\$	\$
Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits)	\$	\$
Veterans' non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances.	\$	\$
Other untaxed income not reported elsewhere, such as workers' compensation, untaxed portions of railroad retirement benefits, Black Lung Benefits, disability, etc. Don't include student aid, Workforce Investment Act educational benefits, combat pay if you are not a tax filer, or benefits from flexible spending arrangements (e.g., cafeteria plans).	\$	\$
Money received, or paid on your behalf (e.g. bills), not reported elsewhere on this form. List Name/Relationship of provider: _____	\$	\$ XXXXXXXX
TOTAL UNTAXED INCOME	\$	\$

INCOME EXCLUSIONS REPORT ANNUAL AMOUNTS	STUDENT (Q. 46)	PARENT (Q. 94)
Child support <u>paid</u> because of divorce or separation or as a result of a legal requirement. Do not include support for children in your (or your parents') household, as reported on the FAFSA. <i>List name of children who the child support is paid for:</i> 1. _____ 2. _____ 3. _____	\$	\$
Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	\$	\$
Grant and scholarship aid reported to the IRS in your (or your parents') adjusted gross income on the 1040 tax form. <i>Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships.</i>	\$	\$
Combat pay or special combat pay. <i>Only enter the amount that was taxable and included in the adjusted gross income. Do not enter untaxed combat pay reported on the W-2 (Box 12, Code Q).</i>	\$	\$
TOTAL INCOME EXCLUSIONS	\$	\$

D. SIGNATURES REQUIRED: By signing this worksheet, we certify that all the information reported on this worksheet is complete and correct.

Student Signature (required) _____ Date _____

Parent Signature (required) _____ Date _____

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