

VERIFICATION WORKSHEET

UACCM requires some financial aid applicants to submit a) this worksheet and b) copies of the student's parents', and/or spouse's Federal IRS 1040, 1040A, or 1040EZ forms. The law (CFT Title 34, Part 668) says we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, corrections will be processed electronically. This verification process allows aid to be awarded in a fair and equitable manner.

Try to complete verification as soon as possible so that your financial aid won't be delayed. If you need help, visit our office or give us a call. All correspondence or returned forms should be sent to the Financial Aid Office at the address listed on this form.

Name: _____ **I.D./S.S. No.** _____

Mailing Address: _____
(Street Address, P.O. Box, Rural Route, Etc.)

(City) (State) (Zip) (County)

Date of Birth: _____ **Home Phone:** _____

Status (Check One): **Independent Student** **Dependent Student**

Additional Household Information

On your Free Application for Federal Student Aid, you identified the number of family members in your household and the number in college. We now need to learn more about those members of your household. Please list EACH member, providing all requested information as applicable. Do not forget that if you are a DEPENDENT student, you should report your PARENTS' household information, and be sure to include yourself.

Full Name	Age	Relationship	College
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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VERIFICATION WORKSHEET CONTINUED

Items needed to complete the verification process in the Financial Aid Office (not all items will be required for all students)

1. Student Data Form
2. Verification Worksheet
3. Signed copies of Student's and Spouse's tax returns or Student Tax Information Worksheet for independent student if student/spouse did not file
4. Signed copies of Parents' tax returns or Student Tax Information Worksheet for dependent student if student and/or parent did not file
5. Proof from the Social Security Administration of Social Security Benefits received by everyone in the household
6. Proof from the Circuit Court or Child Support Enforcement of child support received on all children in the household
7. Proof from the Circuit Court or Child Support Enforcement of child support paid out to all parties
8. Copy of W-2's if you/spouse or your parents contributed to a tax deferred plan at work (Box 12 of W-2)
9. Any other untaxed income not outlined above.
10. If no income is shown in the Student Aid Report, you will be required to provide a statement of support.

If you did not file an income tax return, or if you no longer have a copy of your return, you will need to provide either a verification of non-filing or a tax transcript from the IRS (telephone number 1-800-829-0922 or 1-800-829-1040).

If our office identifies any additional documentation lacking, you will be sent a letter indicating the document that is needed to complete the process. Upon receipt of this information and notification from the Admissions Office of your completed admission requirements, you will be sent an award letter from our office, which will need to be signed and returned to our office.

SIGNATURE

By signing this worksheet, I (we) certify that all the information reported to qualify for Federal student aid is complete and correct. I also authorize UACCM to credit my student account with the amount of any financial aid awards received. Financial aid payments will be applied to tuition, fees, and other college charges. I reserve the right to revoke my authorization at any time by notifying the UACCM Financial Aid Office in writing.

I have read the statements and understand them. All of the information provided by me on this form is true and complete to the best of my knowledge.

Signature: _____ **Date:** _____
(Student)

Signature: _____ **Date:** _____
(*Parent)

*Parent must sign for a dependant student only.