

CONCORDIA UNIVERSITY – PORTLAND, OREGON

2011-2012 Verification Worksheet

INDEPENDENT STUDENTS

Your application was selected by the U.S. Dept. of Education for review in a process called “verification.” In this process, we are required by federal law (34 CFR, Part 668) to compare the information from your application with the information provided on this form and with signed copies of your (and your spouse’s) 2010 federal tax forms. If there are differences between your application and the documents you’ve submitted, corrections may need to be made. **We cannot finalize your financial aid until verification has been completed, so please provide the required documents as soon as possible**

A. Student Information

Student Name _____

Social Security Number _____

B. Family Information

List the people in your household, include: (a) yourself and your spouse (if married); and (b) your (and your spouse’s) children, even if they don’t live with you, if (1) you provide more than half of their support from July 1, 2011 through June 30, 2012, or (2) the children would be required to provide parental information when applying for Federal student aid; and (c) 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, 2011 through June 30, 2012.

Write the names of all household members. Also write in the name of the college for any family member, who will be attending college, at least half-time between July 1, 2011 and June 30, 2012, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
1. Yourself – Student Applicant			Concordia University
2.			
3.			
4.			
5.			
6.			
7.			
8.			

C. Tax Forms and Income Information

All tax filers who provided information on the FAFSA must submit a **signed** copy of all 2010 Federal Income Tax returns -- IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. **Include copies of W-2’s and all tax return schedules.**

If you did not keep a copy, call the IRS at 1-800-829-1040. Press “2- Refund or Personal Tax Account” then Press “2 – Personal Tax Account”, follow the instructions until given the option to select a “ tax return transcript” then follow the instructions.

PLEASE COMPLETE REVERSE SIDE ALSO

C. Tax Forms and Income Information - continued

Complete this section only if you did not and are not required to file a 2010 Federal Tax Return. Check the box for those people who did not and are not required to file a 2009 Federal Income Tax Return and list below your employer(s) and any income received in 2010 use W-2 forms or other earning statements).

You Your Spouse

Name of Employer	Amount

Both tax filers and non-tax filers must list any untaxed income received in 2010. **Be sure to enter zeros if no funds were received.** (See Question 44 on the FAFSA).

Student (and Spouse)	Calendar Year 2010
\$	Child Support Received
\$	Workman's Compensation
\$	Untaxed Pensions
\$	Other Untaxed Income Source:
	A:
	B:
	C:

D. Sign This Worksheet

By signing this worksheet, we certify that all the information reported on this worksheet is complete and correct. If asked by an authorized official of Concordia University, we agree to provide proof of information that we have given on this form. We realize that if we do not provide proof when asked, the student applicant may be denied aid.

_____ Date _____
Student's Signature

Return to: **Concordia University**
Office of Financial Aid
2811 NE Holman
Portland, OR 97211
FAX: (503) 280-8661

Phone: (503) 280-8514
1-800-321-9371