

# CONCORDIA UNIVERSITY – PORTLAND, OREGON

## 2009-2010 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) 2008 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, 2008 through June 30, 2009, 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, 2009 through June 30, 2010.

**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, 2009 and June 30, 2010, 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 2008 Federal Income Tax returns -- IRS Form 1040, 1040A, 1040EZ, TeleFile Tax Record, 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 2008 Federal Tax Return. Check the box for those people who did not and are not required to file a 2008 Federal Income Tax Return and list below your employer(s) and any income received in 2008 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 2008. **Be sure to enter zeros if no funds were received.** (See Worksheets A and B of the FAFSA.)

Student (and Spouse)	Calendar Year 2007	
	<b>FAFSA WORKSHEET A:</b>	
\$	Welfare benefits, including Temporary Assistance for Needy Families (TANF). Don't include food stamps or subsidized housing.	
\$	Social Security benefits received that were not taxed (such as SSI).	
	<b>FAFSA WORKSHEET B:</b>	
\$	Payments to tax-deferred pensions and savings plans (paid directly or withheld from earnings) including, but not limited to, amounts reported on W-2 Form Box 12a - 12d, codes D, E, F, G, H, and S. Include untaxed portions of 401(k) and 403(b) plans.	
\$	Child support received for all children. Don't include foster care.	
\$	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.	
\$	Any other untaxed income or benefits, not reported elsewhere, such as workers' compensation, untaxed portions of railroad retirement benefits, Black Lung Benefits, disability, etc. Don't include student aid, WIA educational benefits, or benefits from flexible spending arrangements, e.g., cafeteria plans.	
\$	Cash or any money paid on your behalf (bills), not reported elsewhere on this form.	

## 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**