BUTLER UNIVERSITY
Office of Financial Aid

Instructions for Completing Verification
Independent Student
2009-2010 Academic Year

Verification is a process required by the Department of Education to ensure accuracy in financial aid applications. Approximately 30% of all applicants nation-wide are selected. Our office must collect documents to verify the information submitted on the Free Application for Federal Student Aid (FAFSA).

Please complete the enclosed Verification Form front and back. Read the instructions carefully and do not leave any questions blank.

- ❑ **Do not submit state tax forms**.
- ❑ Submit a **signed** copy of the *student's/ spouse's* 2008 Federal tax return along with copies of all W-2 Forms. **The student/spouse must sign the tax return.**
- ❑ If you did not keep a copy of the Federal tax return, you may submit a **signed** tax summary, available from the IRS. If you need to obtain duplicate tax documents or a tax summary, contact the IRS at (800) 829-1040 or contact your local IRS office.
- ❑ The IRS Declaration of Electronic Filing (e-file) is not a tax return and is **not acceptable** to complete verification.
- ❑ If either the Student or the student's spouse *did not file*, *will not file*, and is *not required to file* a Federal tax return, please be sure to indicate that on the enclosed Verification Form. A copy of the tax return must be submitted if it is going to be completed and filed.
- ❑ Non-filers are required to report the sources and amounts of any untaxed forms of income, such as those listed on the enclosed Verification Form (Question #3 in each section). Please read the information carefully, entering "0" if that form of income is not received. This information should have been reported on the 2009-2010 FAFSA.
- ❑ If you have a filing extension, please submit your **signed** tax return as soon as it is completed. Financial aid cannot be processed until we have received and reviewed all requested documentation. No exceptions.

If there are errors in the FAFSA information, our process will create a correction using the tax information submitted. You will receive a revised student aid report showing the changes made.

Section A – Student Information

1. Check the box if you are attaching a signed copy of the student's 2008 Federal tax returns. If a tax return is NOT attached, check whichever box is true. Only check the non-filer box if the student is not filing a Federal tax return for 2008.

2. Only report Federal Workstudy earnings or scholarships and grants if the student filed a Federal tax return and claimed these funds as income. Enter "0" if no funds received.

3. Include untaxed income from all sources.

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Section B – Family Information

The household listing should include the student, spouse and other dependants who reside in the household ONLY if they will receive more than one-half their support from the student/spouse during the 2009-2010 academic year. If any family members will attend college during 2009-2010, please indicate the name of the college or university where indicated.

Please use the following checklist to avoid delays in processing.

- ❑ Included the student's name and student's ID (or SSN) on all documents.
- ❑ Enclosed a copy of the student/spouse 2008 Federal tax return (no state returns).
- ❑ Enclosed copies of all W-2 forms or other earnings statements for the student/spouse.
- ❑ Signed ALL forms – both the Verification Worksheet and Federal tax returns.

Please mail all documents to:

Butler University
Office of Financial Aid
4600 Sunset Avenue
Indianapolis, IN 46208

If you have questions, please contact us toll-free at (877) 940-8200. Our office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday.