

# BUTLER UNIVERSITY

## Office of Financial Aid

### 2011-2012 Verification Worksheet Dependent Student

Your application was selected for review in a process called "Verification." In this process, Butler University will be comparing information from your application with signed copies of your and your parent(s)' 2010 Federal tax forms, with W-2 forms and other financial documents. The law says we have the right to ask you for this information before awarding financial aid. If there are differences between your application information and your financial documents, Butler University will make corrections electronically.

Complete this verification form and submit it to the Butler University Office of Financial Aid within two weeks of the request, so that your financial aid offer will not be delayed.

#### What you should do

1. Collect your and your parent(s)' financial documents (signed 2010 Federal income tax forms and 2010 W-2 forms).
2. Talk to a financial aid counselor in our office if you have questions about completing this form.
3. Complete and sign the worksheet – you and at least one parent whose information was provided.
4. Submit the completed worksheet, Federal tax forms and any other documents requested on the enclosed **Request for Additional Information** form and send to the Butler University Office of Financial Aid.

#### A. Student Information

 New Student

 Returning Student

Last name	First name	M.I.	Student ID (or SSN)
Street address		Date of birth	
City	State	Zip Code	
Student's daytime phone number	Parent's daytime phone number		

#### B. Family Information

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member excluding your parent(s), who will be attending 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.

List the people in your *parent(s)*' household, including:

- yourself and your parent(s) (including stepparent) even if you don't live with your parents, and
- 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, 2011 through June 30, 2012, or (b) the children would be required to provide parental information when applying for Federal Student Aid, and
- other people if they now live with your parents and your parents 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.

Full name	Birth Date (mo/yr)	Relationship to student	College enrolled for 2011 – 2012 academic year	Undergraduate Degree-seeking (Y/N)
		<b>Self</b>	<b>Butler University</b>	<b>Yes</b>

**C. Tax Forms and Income Information**

- Check only one box below for both the student and the parent. Tax returns include the 2010 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If you did not keep a copy of your tax return, request a copy from your tax preparer or request an Internal Revenue Service form that lists tax account information.

Tax Return Status	Student	Parent
I have attached a signed copy of my federal tax return with W-2 forms or other earnings statements.	<input type="checkbox"/>	<input type="checkbox"/>
I will not file, nor am I required to file a 2010 U.S. Income Tax Return.	<input type="checkbox"/>	<input type="checkbox"/>

- If you and/or your parent did not file and are not required to file a 2010 federal income tax return, list below for each non-filer the employer(s) and any income received in 2010 from that employer (attach the W-2 form or other earnings statements).

Income Source	Student	Income Source	Parent
a.	\$	a.	\$
b.	\$	b.	\$

**D. Untaxed Income**

- Funds received for child support and other untaxed income. (See Questions 44& 92 of the FAFSA.)

Untaxed Income Sources	Student	Parent
Veteran's Non-Education Benefits	\$	\$
Child Support Received	\$	\$
Housing - Clergy	\$	\$
Housing - Special Military	\$	\$
Workman's Compensation/Disability	\$	\$
Untaxed Income	\$	\$
Untaxed Cash Support	\$	\$
SSA, SSI and/or Welfare/TANF	\$	\$

- How much of the income reported on your 2010 Federal income tax return was:

Taxable Income Source Reported as Income	Student	Parent
Child Support Paid for _____		\$
Federal Work Study Earnings	\$	\$
Co-op Earnings	\$	\$

**E. Sign this Worksheet** - Each person signing this form certifies that all the information reported on it is complete and correct. The student and at least one parent must sign and date.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_