

BUTLER UNIVERSITY

Office of Financial Aid

Instructions for Completing Verification Independent Student 2011-12 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 Worksheet front and back. Read the instructions carefully and do not leave any questions blank.

- Submit a **signed** copy of the *student's/ spouse's 2010* Federal income tax return along with copies of all W-2 forms. **The student/spouse must sign the tax return.** Please **do not** include **state** tax forms.
 - Check the box in **section C question 1** if you are attaching a signed copy of the *student's/ spouse's 2010* Federal tax return. If student/spouse will not file a return, please indicate with the “will not file and are not required to file” box.
 - If the student (and spouse) did not file but received W-2(s) or other earning statements, please attach the documents. If documentation is not available, be sure to record the source(s) and amount(s) in **section C question 2**. ***Enter values for all questions. Enter “0” when applicable.***
- Filers and non-filers are required to report the sources and amounts of any untaxed forms of income (this information should have been reported on the 2011-2012 FAFSA). The sources of income may be reported in **section D question 1** of the Verification Worksheet. ***Enter values for all questions. Enter “0” when applicable.***
- Only report 2010 Federal Work Study earnings or scholarships and grants if the student filed a Federal tax return and claimed these funds as income in **section D question 2**. ***Enter values for all questions. Enter “0” when applicable.***
- 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 you have a filing extension, please submit IRS form # 4868 Application for Filing an Extension and a **signed drafted** federal tax return as soon as it is completed.

Please submit all documents to the Office of Financial Aid via:

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

-or-

Email: financialaiddocs@butler.edu

If you have questions, please contact us toll-free at (877) 940-8200. Our office hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. during the academic year and 8:00 a.m. to 4:30 p.m. during the summer.