



Federal Student Aid Programs

Income Verification Worksheet

Your application was selected for review in a process called "Verification." In this process, the information reported on your application will be compared with information on **signed photocopies of your/spouse (if married) and/or your parent(s)' 2007 Federal tax forms, W-2 forms or other financial documents.**

The law states that the office of Student Financial Services has the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your and/or your parent(s)' financial documents, you may need to make corrections to your Student Aid Report (SAR).

Complete and sign this verification form, submit it with signed photocopies of the 2007 tax forms, W2s, budget letters and any other required documentation (citizenship, social security card, birth/death certificate...) to Student Financial Services C-107 as soon as possible so that your financial aid won't be delayed.

WHAT YOU SHOULD DO

1. Collect your and your parent(s)' financial documents (**Photocopies of signed 2007 Federal income tax, W2 forms, etc.**).
2. Complete and sign this Verification Worksheet –you and at least one parent (if dependent) must sign.
3. Submit the completed worksheet, Federal tax forms, and other required documentation to the office of Student Financial Services in C-107.
4. For necessary corrections to your SAR, speak to a financial aid counselor in C-107 before proceeding to the Resource Center in C-109 for assistance.

Student Financial Services must review the requested information, under the financial aid program rules (34 CFR, Part 668).

A. Student Information

 Last name First name M.I.

 Address (include apt. no.)

 City State ZIP code

_____-_____-_____
 Social Security Number

_____/_____/_____
 Date of birth (mm/dd/yyyy)

(____)_____-_____
 Phone number (include area code)

B. Family Information

DEPENDENT -List the people in your parent(s)' household, include:

- Yourself and your step/parent(s), even if you don't live with your parents;
- Your parents' other children, even if they don't live with your parent(s), if (a) your parents provide more than half of their support from July 1, 2008 through June 30, 2009, 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, 2008 through June 30, 2009.

INDEPENDENT - List the people in your household, include:

- Yourself and your spouse if you have one;
- Your children, if you will provide more than half of their support from July 1, 2008 through June 30, 2009; and
- 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, 2008 through June 30, 2009.

Write the name 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 college at least half time from July 1, 2008 through June 30, 2009, 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
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>
		Self	LaGuardia Community College

C. Tax Forms and Income Information

1. For all tax filers whose financial information was or should have been reported on your application, please check the box below and attach signed photocopies of their 2007 Federal Income Tax returns which include the 2007 IRS Form 1040, 1040A, 1040EZ, TeleFile Tax record, a tax return from Puerto Rico or a foreign income tax return along with all schedules, attachments and W-2s.

- You
 Spouse
 Father/Stepfather
 Mother/Stepmother

If you did not keep a copy of the tax return, request a copy from your tax preparer or call the IRS at 1-800-829-1040. Presses "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" (Press 3) then follow the instructions.

2. Check the box for Individuals who will not or are not required to file a 2007 Federal Income Tax return. List below your employer(s) and any income received in 2007 (use the W-2 form or other earnings statements if available).

- You
 Spouse
 Father/Stepfather
 Mother/Stepmother

Name of Employer	Student Amount	Spouse or Parent(s) Amount
	\$	\$
	\$	\$
	\$	\$

3. Both tax filers and non-tax filers must list any untaxed income received in 2007. **Be sure to enter zeros if no funds were received. Do not leave any field blank.** (See Worksheets A, B, and C of the Free Application for Federal Student Aid (FAFSA)). Failure to complete this session will delay the processing of your financial aid.

Student / Spouse	Fiscal Year 2007	Parent / Step-parent(s)
\$	FAFSA WORKSHEET A:	
	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).	\$
\$	FAFSA WORKSHEET B:	\$
\$	Payments to tax deferred pensions and savings plan (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 or adoption payments.	\$
\$	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 anywhere, such as worker's compensation, untaxed portions of railroad retirement benefits, Black Lung Benefits, disability, ect. Don't include student aid, WIA educational benefits, or benefits from flexible spending arrangements, e.g., cafeteria plans.	\$
\$	Money received or paid on your behalf (off-book), untaxed combat paid from military, including foreign income (converted into U.S. dollars) not reported elsewhere on this form or on the taxes for the 2007 fiscal year only .	\$
\$	FAFSA WORKSHEET C:	
\$	Child support you paid because of divorce or separation or as a result of legal requirement. Do not include child/ren living with you or with your parents.	\$
\$	Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	\$
\$	Student grant and scholarship aid reported to the IRS in your (or your parents') adjusted gross income. Includes AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships.	\$

D. Sign this Worksheet

By signing this worksheet, I (we) certify that all the information reported on this form to qualify for Federal Student Aid is complete and correct. If married, spouse's signature is optional. If dependent, at least one parent must sign.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Student _____ Date _____

Spouse _____ Date _____

Father/Stepfather _____ Date _____

Mother/Stepmother _____ Date _____

Return to: Student Financial Services C107.
 LaGuardia Community College / CUNY. Long Island City, NY 11101. Tel: 1-718-482-5242.
 Email: StudentFinancialServices@lagcc.cuny.edu.
 Website: www.lagcc.cuny.edu/sfs.

FA Counselor: _____