



## Verification Process Dependent Student

The Department of Education has chosen you for a process called "verification." This process verifies that the information you listed on your 2009-2010 Free Application for Federal Student Aid (FAFSA) is accurate.

Lake Superior College (LSC) Student Services Center staff can help you if you have questions regarding this process.

- ◆ All income for persons whose information was used to complete the FAFSA must be included on the Verification Worksheet. Follow the instructions carefully and submit all requested documents with the completed worksheet to the Lake Superior College Student Services Center. Please note that a signed copy of your 2008 federal income tax form and your W2 forms must be submitted. If you worked but did not file a tax return, copies of all W-2 forms must be submitted.
- ◆ Your parent(s) must also submit a signed copy of their 2008 federal tax form(s) and copies of all 2008 W2 forms.
- ◆ The information from the Verification Worksheet and requested financial documents will be compared with information you provided on the FAFSA. If there are questions that need to be resolved by our staff, you will be sent a discrepancy letter requesting more information.
- ◆ Do not make changes to your FAFSA after you submit your verification information.
- ◆ If the information is correct, an Award Letter will be generated listing the types of financial aid you are eligible to receive.
- ◆ If corrections need to be made, they will be submitted to the Department of Education Central Processor. This action will cause a new Student Aid Report to be generated. After receiving the corrected information, the Student Services Center staff will continue processing your application and will generate an Award Letter listing the types of financial aid that you are eligible to receive.

### **Failure to provide the required documentation**

- ◆ To receive financial aid, the student must complete the process while still in attendance at Lake Superior College during the 2009-2010 academic year. **Failure to submit documentation will prohibit the student from being able to receive financial aid from Lake Superior College for the 2009-2010 award year.**
- ◆ Lake Superior College may refer information to the Department of Education if there is an indication that an applicant may have engaged in fraud or other criminal conduct in connection with the FAFSA application.

**This document can be made available in alternative formats by contacting  
Disability Services at 218-733-7650 (voice) or 218-733-7705 (TTY).**

# 2009-2010 Verification Worksheet - Dependent Student Federal Student Aid Programs

Form approved OMB # 1845-0041

Your application was selected for review in a process called "Verification." In this process, Lake Superior College will be comparing information from your application with signed copies of your and your parent(s)' 2008 Federal tax forms, W-2 forms, or other financial documents. The law says we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, the Student Services Center staff will send corrections to the Department of Education Central Processor to have your information reprocessed.

Please complete and submit this Verification Worksheet to the Student Services Center as soon as possible so that your financial aid processing will not be delayed.

Lake Superior College must review the requested information, under the financial aid program rules (34CFR, Part 668).

## What You Should Do

1. Collect your and your parent(s)' financial documents (signed Federal income tax forms, W-2 forms, etc.).
2. Talk to the Student Services Center if you have questions about completing this worksheet.  
(218) 733-7601 or toll-free at 1-800-432-2884.
3. Complete and sign the worksheet. You and at least one parent must sign.
4. Return the completed worksheet, signed tax forms, and any other requested documents to the Student Services Center.

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

## A. Student Information

\_\_\_\_\_  
Last name                      First name                      M.I.

\_\_\_\_\_  
Student ID Number or Social Security Number

\_\_\_\_\_  
Street Address (include apartment number)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
City                              State                              ZIP code

\_\_\_\_\_  
Phone number (include area code)

## B. Family Information

List the people in your **parents' household**. Include:

- yourself and your custodial parent(s) (including stepparent, if applicable), even if you don't live with your parent(s), **and**
- 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, 2009 through June 30, 2010, 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, 2009 through June 30, 2010.

**In the spaces below, write the names of all household members.** Also write in the name of the college for any household member, **excluding your parents**, who will be attending at least 6 credits per term between July 1, 2009 and June 30, 2010, and who will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College (if attending 2009-2010 academic year)
		Self	Lake Superior College

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## C. Student's Tax Forms and Income Information

Dependent

1. Check one only.

- I filed a 2008 Federal tax form. Attach a **signed** copy of your tax form and **all W2 forms**. Tax forms include the 2008 IRS Form 1040, 1040A, 1040EZ, a tax form from Puerto Rico, or a foreign income tax form. If you did not keep a copy of your tax form, you may request a copy from your tax preparer or a tax return transcript from the Internal Revenue Service (1-800-829-1040).
- I did not file and am not required to file a 2008 U.S. Income Tax form.

2. Untaxed income. List total amount for the entire year. Check question #47 of your FAFSA for a complete listing.

Sources of Untaxed Income	2008 Amount
a. Workman's Compensation	\$
b. Untaxed pension income	\$
c. Untaxed retirement fund contribution	\$

Sources of Untaxed Income	2008 Amount
d. Disability income	\$
e. Other - describe	\$
f. Other - describe	\$

3. **If you did not file and are not required to file a 2008 Federal income tax return**, list below your employer(s) and all income received in 2008. **Attach copies of all W2 forms.**

Sources of Income	2008 Amount
	\$
	\$
	\$

## D. Parent(s)' Tax Forms and Income Information

1. Check one only.

- My parent(s) filed a 2008 Federal tax form. Attach a **signed** copy of the tax form and **all W-2 forms**. Tax forms include the 2008 IRS Form 1040, 1040A, 1040EZ, a tax form from Puerto Rico, or a foreign income tax form. If your parent(s) did not keep a copy of the tax form, they may request a copy from their tax preparer or a tax return transcript from the IRS (1-800-829-1040).
- My parent(s) will not file and are not required to file a 2008 U.S. Income Tax form.

2. Untaxed income. List total amount for the entire year. Check question #95 of the FAFSA for a complete listing.

Sources of Untaxed Income	2008 Amount
a. Child Support received	\$
b. Workman's Compensation	\$
c. Untaxed retirement fund contribution	\$

Sources of Untaxed Income	2008 Amount
d. Untaxed Pension income	\$
e. Disability income	\$
f. Other - describe	\$

3. If your parent(s) did not file and are not required to file a 2008 Federal income tax return, list below your parent(s)' employer(s) and all income they received in 2008. **Attach copies of all W2 forms.**

Sources of Income	2008 Amount
	\$
	\$
	\$

## E. Sign this Worksheet

The student and one parent must sign this form.

By signing this worksheet, you are certifying that all the information reported is complete and correct.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Send all verification information to:  
Student Services Center/Financial Aid  
Lake Superior College  
2101 Trinity Rd  
Duluth MN 55811

**Don't forget to sign your tax forms and include all W2 forms.**

(According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number. The valid OMB control number for this information collection is 1845-0041.)