



Your application was selected by the U.S. Dept. of Education for review in a process called "verification." In this process, the Financial Aid Office will be comparing information from your application with signed copies of your (and your spouse's, if you are married) 2008 Federal tax forms, or with 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, corrections may need to be made. We cannot process your financial aid until verification has been completed, so please provide the required documents as soon as possible.

What you should do:

- 1. Collect your (and your spouse's, if married) financial documents (signed Federal income tax forms, W-2 forms, etc).
2. Complete all sections and sign the worksheet - you and your spouse.
3. Bring, or mail the completed worksheet, tax forms, and any other documents to the Financial Aid Office.
4. Contact us if you have questions about completing this worksheet.
5. We will compare the information on these documents and make corrections if necessary

A. Student Information

Form with fields for Last name, First name, M.I., Social Security Number, Address (include apt. no), Date of birth, City, State, ZIP, and Phone number.

B. Family Information

List the people in your household, include:

- yourself and spouse if you have one, and
• your children, if you provide more than half of their support from July 1, 2009 through June 30, 2010
• 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, 2009 through June 30, 2010.

Write the names of all household members. 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 between July 1, 2009 and June 30, 2010, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Table with 4 columns: Full Name, Age, Relationship, College Attending in 2009-2010. Includes example row for Martha Jones.

C. Student's Tax Forms and Income Information

Check only one box below. Tax returns include the 2008 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 the tax return, request a copy from your tax preparer or request your *tax account* information from the IRS by calling 1-800-829-1040.

- o Check here and attach copy of 2008 **SIGNED** tax returns.
- o Check here and complete: copy of 2008 **SIGNED** tax returns will be mailed to USM by _____ (date).
- o Check here if you **WILL NOT** file and are **NOT REQUIRED** to file a 2008 U. S. Income Tax Return. List below your employer(s) and any income received in 2008 (use the W-2 form or other earnings statements if available).

Employer(s)	2008 Wages earned
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D. Spouse's Tax Forms and Income Information (if student is married)

Check only one box below. Tax returns include the 2008 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 the tax return, request a copy from your tax preparer or a copy of an Internal Revenue Service form that lists tax account information

- o Check here and attach copy of 2008 **SIGNED** tax returns.
- o Check here and complete: copy of 2008 **SIGNED** tax returns will be mailed to USM by _____ (date).
- o Check here if you **WILL NOT** file and are **NOT REQUIRED** to file a 2008 U. S. Income Tax Return. List below their employer(s) and any income received in 2008 (use the W – 2 form or other earning statements if available).

Employer(s)	2008 Wages earned
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E. Untaxed Income

Both tax filers and non-tax filers must list any untaxed income received in 2008. **Be sure to enter zeros if no funds were received.** Failure to complete this section will delay the processing of your financial aid.

Student/Spouse	Calendar Year 2008
\$	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 Form in Boxes 12a through 12d, codes D, E, F, G, H and S.
\$	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' noneducation benefits, such as Disability, Death Pension or Dependency & Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances.
\$	Other untaxed income or benefits, not reported elsewhere, such as workers' compensation, untaxed portions of railroad retirement benefits, Black Lung Benefits, disability etc. Tax filers only: report combat pay not included in adjusted gross income (FAFSA questions 35 and 79). Don't include student aid, WIA benefits, combat pay if you are not a tax filer, or benefits from flexible spending arrangements (e.g., cafeteria plans).
\$	Money received or paid on your behalf (e.g., bills), not reported elsewhere on this form.

F. Sign This Worksheet

By signing this worksheet, we certify that all the information reported on this worksheet is complete and correct. 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 Signature	Date
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Return by mail

**USM, Student Financial Aid Office, 37 College Ave., Gorham, ME 04038
Phone: (207) 780-5250**