

FORM APPROVED OMB NO. 1845-0041
------------------------------------

**What is Verification?**

Your application was selected for a review in a process called Verification by the U.S. Department of Education. This does not mean you have provided incorrect or suspect information on your Free Application for Federal Student Aid (FAFSA). This does mean that TSU is requesting copies of your and your spouse's, if married Federal tax forms, W-2 forms, or other financial documents. The law says we have the right to ask for this information before awarding Federal aid. TSU must review the requested information, under the financial aid program rules (34 CFR, Part 668).

During the verification process, TSU will be comparing information from your application with signed copies of you and your spouse's, if married, 2005 Federal tax forms, or with W-2 forms or other financial documents. If there are differences between your application information and your financial documents, corrections may need to be made to your application requiring your information to be reprocessed. You will receive a new Student Aid Report for your records in the mail with the corrections.

**What you should do**

1. Attach you and your spouse's, if married financial documents (*signed* Federal income tax forms, with W-2 forms included).
2. *Fill in and sign the worksheet.*
3. Submit the completed worksheet, tax forms, and any other documents to TSU.

***Processing of your financial aid application cannot be completed without your completed Verification Worksheet and signed Federal income tax returns.***

**A. Student Information**

_____	_____	_____	_____
Last name	First name	MI	Social Security Number
_____			_____
Address (include apt. no.)			Date of birth
_____	_____	_____	_____
City	State	Zip code	Phone number (include area code)

**B. Family Information**

List the people in your parent's household, include:

- yourself, and your spouse if you have one, and
- your children, if you will provide more than half of their support from July 1, 2006 and June 30, 2007, 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, 2006 through June 30, 2007.

*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 college, at least half-time between July 1, 2006 and June 30, 2007, 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
Missy Jones <i>(example)</i>	18	Sister	Central University
		Self	Texas Southern University

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 control number for this information collection is 1845-0041. The time required to complete this information collection is estimated to average twelve minutes including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-5345.

**C. Student's Tax Form and Income Information (all applicants)**

- Check one box only. Tax returns include the 2005 IRS Form 1040, 1040A, 1040EZ, TeleFile Tax Record, 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.
  - Check and attach a signed tax return.
  - Check and complete: signed tax return will be submitted at a later date (file is incomplete without the submission of your signed, Federal income tax returns)
  - Check here if you will not file and are not required to file a 2005 U.S. Income Tax Return.
- Funds received for child support, military allowances, clergy housing and living allowances and other untaxed income. (See worksheets A & B of the Free Application for Federal Student Aid (FAFSA).)

Source of Untaxed Income	2005 Amount	Sources of Untaxed Income	2005 Amount
a. Child Support	\$	d.	\$
b. Social Security (non-taxed)	\$	e.	\$
c. Welfare (including TANF)	\$	f.	\$

- If you did not file and are not required to file a 2005 Federal tax return, *list below your employer(s) and any income received in 2005 (use W-2 or other earnings statements, if applicable. Attach a copy of this documentation with this form.)*

Sources	2005 amount	Sources	2005 amount
	\$		\$

- List items reported on Worksheet C of the Free Application for Federal Student Aid (FAFSA) in this section. These items should include Education Credits, Child Support Paid, Taxable earnings from Federal Work-Study, or other need-based work programs, student grant, scholarship fellowship, and assistantship aid, including Ameri Corps awards that were reported in your adjusted gross income.

Sources	2005 amount	Sources	2005 amount
	\$		\$

**D. Spouse's Tax Form and Income Information (if student is married)**

- Check** one box only. Tax returns include the 2005 IRS Form 1040, 1040A, 1040EZ, TeleFile Tax Record, a tax return from Puerto Rico or a foreign income tax return. If your spouse's 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.
  - Check if you and your spouse did or will file a joint return.
  - Check and attach a signed tax return.
  - Check and complete: signed tax return will be submitted at a later date (file is incomplete without the submission of your signed, Federal income tax returns)
  - Check here if your spouse will not file and is not required to file a 2005 U.S. Income Tax Return.
- Funds received for child support, military allowances, clergy housing and living allowances and other untaxed income. (See worksheets A & B of the Free Application for Federal Student Aid (FAFSA).)

Source of Untaxed Income	2005 Amount	Sources of Untaxed Income	2005 Amount
a. Child Support	\$	d.	\$
b. Social Security (non-taxed)	\$	e.	\$
c. Welfare (including TANF)	\$	f.	\$

- If your spouse did not file and is not required to file a 2005 Federal tax return, *list below your spouse's, if married' employer(s) and any income received in 2005 (use W-2 or other earnings statements, if applicable. Attach a copy of this documentation with this form.)*

Sources	2005 amount	Sources	2005 amount
	\$		\$

- List items reported on Worksheet C of the Free Application for Federal Student Aid (FAFSA) in this section. These items should include Education Credits, Child Support Paid, Taxable earnings from Federal Work-Study, or other need-based work programs, student grant, scholarship fellowship, and assistantship aid, including Ameri Corps awards that were reported in your adjusted gross income.

Sources	2005 amount	Sources	2005 amount
	\$		\$

**E. Sign this Worksheet**

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

By the signing this worksheet, we certify that all information reported on it is complete and correct.

Student \_\_\_\_\_

Date \_\_\_\_\_

**Do not mail this worksheet to the U.S. Department of Education.**  
 Hand-carry, mail or fax it to:  
 Texas Southern University, Office of Student Financial Assistance,  
 3100 Cleburne, Houston, TX 77004  
 Fax number: 713-313-1858