

2010-2011 Independent Verification Worksheet

Your financial aid application was selected for a process called "Verification." Your 2010/2011 FAFSA information will be compared to this worksheet and your completed, signed Federal income tax returns. Upon completion of this review, we will send corrections as needed to the Federal Processing Center. Eligibility for Federal and State assistance cannot be finalized until the Verification process is complete. Contact us at the address above if you have questions about completing this worksheet. Do not leave any questions blank. If the answer is zero, or does not apply, enter "0". Bring, fax or mail the completed and signed worksheet to our office along with copies of tax forms and any other related documents.

A. STUDENT INFORMATION

<i>Last Name</i>	<i>First Name</i>	<i>M.I.</i>	<i>Dominican ID# or SSN</i>	
<i>Address (include apt. #)</i>		<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Date of Birth</i>			<i>Phone Number (include area code)</i>	

B. FAMILY INFORMATION:

List **ALL** the people in your 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, 2010 through June 30, 2011, 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, 2010 through June 30, 2011.

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, 2010 and June 30, 2011, and will be enrolled in a degree, diploma, or certificate program.

If you need more space, attach a separate page. Only list family members who live in the same household as the student.

Relationship to the student (list student first)	Name of student and other household family members (as outlined above)	Age	College Attending in 2010-2011
1) Student/Self			Dominican University of California
2) Spouse (if applicable)			
3)			
4)			
5)			

C. STUDENT'S TAX FORMS AND INCOME INFORMATION:

Tax returns include the 2009 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.

Check one box only.

- I am submitting a copy of my **SIGNED** 2009 federal tax return.
- I will submit a copy of my **SIGNED** 2009 federal tax return to the Dominican University of California by _____ (date)
(your award cannot be finalized until this is completed).
- I **WILL NOT** file **AND** am **NOT REQUIRED** to file a 2009 U. S. Federal Income Tax Form.

Please list your employer and any income received in 2009 (use the W-2 form or other earnings statements if available).

	Employer /Source(s):	2009 Amount Earned
Student's earnings from work:		\$
Other taxable earnings:		

D. SPOUSE'S TAX FORMS AND INCOME INFORMATION *Check one box only.*

- I am submitting a copy of my spouse's **SIGNED** 2009 Federal tax return.
- I will submit a copy of my spouse's **SIGNED** 2009 Federal tax return to the Dominican University of California by _____(date) (your award cannot be finalized until this is completed).
- My spouse **WILL NOT** file **AND** is **NOT REQUIRED** to file a 2009 U. S. Federal Income Tax Form.

Please list your employer and any income received in 2009 (use the W-2 form or other earnings statements if available).

	Employer /Source(s):	2009 Amount Earned
Spouse's earnings from work:		\$
Other taxable earnings:		\$

E. FAFSA QUESTIONS # 46 and 47:

Student	CALENDAR YEAR 2009 – REPORT ANNUAL AMOUNTS – DO NOT LEAVE ANY BLANK SPACES	Spouse
FAFSA UNTAXED INCOME:		
\$	Payments to tax-deferred pensions and savings plans (paid directly or withheld from earnings) including, but not limited to, amounts reported on W-2 Form Box 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 not reported, such as workers' compensation, disability etc. Don't include student aid, earned income credit, additional child tax credit, welfare payment, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, combat pay, benefits from flexible spending arrangements(e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$
\$	Money received or money paid on your behalf (e.g. bills), not reported elsewhere on this form.	\$
FAFSA ADDITIONAL FINANCIAL INFORMATION:		
\$	Child support paid because of divorce or separation or as a result of a legal requirement. Do not include support for children in your (or your parents) household, as reported in Section B on the previous page.	\$
\$	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. Do not include DU grants/scholarships. Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships.	\$
\$	Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income. Do not enter untaxed combat pay reported on the W-2 (Box 12, Code Q).	\$

F. SIGNATURES

We certify that all information reported on or submitted with this form is complete and correct to the best of our knowledge. We understand that if we purposely give false or misleading information to qualify for financial aid, we may be subject to prosecution, which may result in a fine, a prison sentence, or both.

Student Signature

Date

Spouse Signature (if applicable)

Date

Frequently Asked Questions (F.A.Q.) about Verification

What is Verification and why do I have to do it?

Approximately one-third (30%) of all financial aid applicants are selected by the United States Department of Education (DOE) to complete the Verification process. Some students are selected every year and some are never selected at all. In some cases, Dominican University of California may also select students to complete the process. Verification is one form of financial aid “quality control.” The process enables the Office of Financial Aid to *verify* the accuracy of the information that you provided on your application for financial assistance.

Do I really have to complete the Verification process?

YES!! Regardless of how or why you were selected, you must complete the Verification process in full if you wish to receive any financial aid. Scholarships and grants will not be credited to your student account until Verification is completed. In addition, loans will not be processed and you will not be allowed to begin a Federal Work-Study job.

How long do I have to complete the Verification process?

Our published date to submit your documentation is May 1, 2010. Students notified after April 15th have forty-five (45) days from the date of the initial mailing of the Verification form to you. To expedite your financial aid application, you should respond as soon as possible.

What happens after my Verification due date passes?

If your completed Verification worksheet and all supporting documentation have not been received within the established deadlines, then any offer of financial assistance will be canceled. Please note that returning only a *part* of the required documents will not prevent your aid from being canceled if the deadline expires. Once your financial aid is canceled, there is no guarantee that your original offer of financial assistance can be reinstated. It is your responsibility to ensure that your Verification paperwork is returned to the Office of Financial Aid within the allotted time period.

I filed a tax extension. Does this affect my Verification due date?

If the extension due date (either August 15 or October 15) is *after* the Verification due date, and the *only* document still required is the tax return in question, then the new Verification due date is the date of the IRS extension date. **PLEASE NOTE:** Students who do not complete Verification before the start of classes will have the federal and state portions of the package temporarily canceled. Students will be responsible for financing the entire semester balance until the Verification is completed. Once Verification is complete and eligibility determined, the federal and state portions of financial aid will be reinstated or adjusted if applicable.

What are the “required documents”?

- DUOC VERIFICATION WORKSHEET -- Do not leave ANY question unanswered. If ZERO, write in “0”. If any section is incomplete, your Verification worksheet will be returned to you.
- 2009 FEDERAL TAX RETURNS -- Tax returns must be **SIGNED AND DATED**

Please note:

- ALL copies of ALL documents must be **clear, legible, and whole page photocopies**. Do not layer one document on top of another. Do not cut off portions of a document when making photocopies.
- We **ONLY** require federal tax returns. -- You do not need to send State tax returns, as they do not satisfy the Federal government’s Verification requirements and will be destroyed.

Am I required to submit copies of my W2 forms?

We do NOT collect W2 forms from ALL applicants, but we may request W2s for specific programs or to resolve discrepant information on the FAFSA, Verification or tax return.

What does the Financial Aid Office do with my Verification?

We will compare the figures you reported on your Free Application for Federal Student Aid (FAFSA) with the information provided in your Verification packet. If we find any discrepancies between the reported and actual figures, we will make the necessary corrections. Remember, all financial aid is subject to change whenever there is new or corrected information. New students to Dominican University of California may receive a tentative award pending Verification. Once Verification is complete a revised Offer of Financial Assistance will be sent either confirming the original award or revising the amounts based upon a change in eligibility.

What are acceptable tax documents?

Type of Tax Return	Description of Tax Return (you must sign any of these documents)
IRS 1040	The most commonly utilized tax return; generally used for more complicated returns with numerous schedules.
IRS 1040A	A simplified version of the 1040.
IRS 1040EZ	A very simplified version of 1040, usually used by students.
IRS 1040X	Amended tax return, used when correcting errors. This document must accompany the original tax return.
IRS 1040NR	Non-Resident tax return for tax filers who do not qualify as permanent residents.
1040PC	A printout of the 1040 that was filed over the computer either by the filer or a preparer.
RTFTP	IRS printout of a previously submitted tax return.
Letter 1722	Brief summary of a previously submitted tax return.
Letters 2951C, 8055C or 8059C	Various IRS printouts of a previously submitted tax return.

- Examples of tax documents that are *not acceptable* as substitutions for a federal tax return include state tax returns, Form 8453, Letter 2863, Letter 1721, and statements from a tax accountant.
- Form 8453 (Declaration of Electronic Filing) can be used as long as it is accompanied by 1040PC AND it has been signed by the preparer and includes the preparer’s EIN.
- If applicable, you must submit tax forms and other income information for step-parents if at the time you completed the FAFSA your custodial parent was married/remarried.
- Please only submit the signed 1040 form. If schedules A, E, etc. are needed to resolve conflicting information, they will be requested.
- During this process you may be required to submit a confirmation or statement from IRS and/or an amended tax return should it be determined that your filing-status is invalid or that there is conflicting data with what you have submitted.

What if I didn’t keep a copy of my federal income tax return?

You may call the IRS at 1-800-829-1040 to request a tax transcript. The IRS will mail the transcript to you within ten business days. You may also download Form 4506-T from the IRS at www.irs.gov/formspubs/, click on Forms and Instructions, then scroll through the list for Form 4506-T. Fill the form out in its entirety and mail or fax the form following the directions provided. When you receive either the transcript or the tax return(s), you must **sign** the document before submitting it to our office for Verification purposes.