



# Institutional Verification Worksheet 2009-10

**IMPORTANT:** Your Free Application for Federal Student Aid (FAFSA) was selected for verification by the federal government or ACU. The verification process will be conducted by ACU in accordance with U.S. Department of Education’s rules 34 CFR, Part 668. If you were required to report parents’ information on the Free Application for Federal Student Aid (FAFSA), you are a dependent student and must complete both the Parent and Student information on this form. Both you and your parent(s) must sign Section E. If your parents are divorced, for the purposes of this form, “parent” refers to the parent or guardian and stepparent, if applicable, with whom you live. If your parents are separated, list only the parent with whom you live.

If you were not required to report parents’ information on the FAFSA, you are an independent student and need to complete only the student sections of this form. Spouse’s information must be included if you are a married student.

**SECTION A: Student Information**

Last Name	First	Middle	# _____	# _____
			ACU Banner ID Number	AND Social Security Number
Your Permanent Address (Include Apt. No.)				Date of Birth
City	State	Zip Code	(Area Code) Phone number	

In 2009 – 2010, will you be \_\_\_\_\_ an undergraduate student or \_\_\_\_\_ a graduate student?

**SECTION B: Tell Us About Your Family Size**

**Dependent Students:**  
List the people in your parents’ household, *include*:

- yourself and your parent(s) (including stepparent) even if you don’t live with your parents, and
- your parents’ other children even if they don’t live with your parent(s), if (a) your parents will 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 from July 1, 2009 through June 30, 2010.

**Independent Students:**  
List 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, 2009 through June 30, 2010, 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, 2009 through June 30, 2010.

Write the names 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 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.

Full Name	Age	Relationship	College
		Self	Abilene Christian University

Check this box if there are more than 8 in the family. Attach a separate list of these people, providing the same information as requested above.

**Section C. Student's Tax Forms and Income Information (and Spouse if student is married)**

1. Check box(s) that apply. 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 Tax Summary Report from the Internal Revenue Service (800-829-1040) or a copy from your tax preparer.

- Check here if you have filed, and attach your **signed** tax return and W-2 forms.
- Check here if you will not file and are not required to file a 2008 U.S. Income Tax Return, complete Item 2.
- Check here if you are married and your spouse will not and is not required to file a 2008 Income Tax Return, complete Item 2.
- Check here if you are married and your spouse filed a separate return, attach his/her **signed** tax return and W-2 forms.

2. If you (or your spouse) did not file and are not required to file a 2008 Federal Income Tax Return, list below your employer(s) and any income received in 2008. Attach applicable W-2 forms.

Sources of Income (attach W-2s or other earning statements)	Amount	Whose income Self or Spouse?
	\$	
	\$	
	\$	

3. Funds received for child support and other untaxed income. (See Question 47 of the FAFSA)

Sources of Untaxed Income	2008 Amount	Sources of Untaxed Income	2008 Amount
a. Child support	\$	d.	\$
b. Workman's Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

**Section D. Parent(s) Tax Forms and Income Information**

1. Check one box only. Tax returns include the 2008 IRS Form 1040, 1040A, 1040EZ, Telefile tax record, a tax return from Puerto Rico or a foreign income tax return. If your parent(s) did not keep a copy of the tax return, request a Tax Summary Report from the Internal Revenue Service (800-829-1040) or a copy from your tax preparer.

- Check here if parent(s) filed, and attach a **signed** copy of their tax return, business/farm schedule if applicable, and W-2 forms.
- Check here if parent(s) will not file and are not required to file a 2008 U.S. Income Tax Return and complete Item 2.

2. 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 any income received in 2008. Attach applicable W-2 forms.

Sources of Income (attach W-2s or other earning statements)	Amount	Whose income Father / Mother?
	\$	
	\$	
	\$	

3. Funds received for child support and other untaxed income. (See Question 47 of the FAFSA)

Sources of Untaxed Income	2008 Amount	Sources of Untaxed Income	2008 Amount
a. Child support	\$	d.	\$
b. Workman's Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

**Section 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 signing this worksheet, I (we) certify that all the information reported to qualify for federal student aid is complete and correct. At least one parent must sign if you are a dependent student.

\_\_\_\_\_  
Student Date Parent Date

**Do not mail this worksheet to the Department of Education.  
Make sure that tax forms are signed.**

Please Return to:  
Abilene Christian University  
Office of Student Financial Services  
ACU Box 29007, Abilene, TX 79699-9007  
(325) 674-2300 or (888) 588-6083  
Fax (325) 674-2963