



Institutional Verification Worksheet 2008-09

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 2008 – 2009, 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, 2008, through June 30, 2009 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, 2008 through June 30, 2009.

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, 2008 through June 30, 2009, 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, 2008 through June 30, 2009.

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, 2008 and June 30, 2009, 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 7 in the family. Attach a separate list of these people, providing the same information as requested above.

Section C. Student's and Spouse's Tax Forms and Income Information

1. Check box(s) that apply. Tax returns include the 2007 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 2007 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 2007 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 2007 Federal Income Tax Return, list below your employer(s) and any income received in 2007. Attach applicable W-2 forms.

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

D. Parent(s) Tax Forms and Income Information

1. Check one box only. Tax returns include the 2007 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 2007 U.S. Income Tax Return and complete Item 2.

2. If your parent(s) did not file and are not required to file a 2007 federal Income Tax Return, list below your parent(s)' employer(s) and any income received in 2007. Attach applicable W-2 forms.

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

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 and worksheets A, B, and C are attached.**

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

Student's Name: _____ ACU Banner ID # _____

**Worksheet A
Calendar Year 2007**

Student/Spouse		Parent (s)
\$	Earned income credit (EIC) from IRS Form 1040 – line 66a; 1040A – line 40a: or 1040 EZ –line 8a.	\$
\$	Additional child tax credit from IRS Form 1040 – line 68 or 1040A – line 41.	\$
\$	Welfare benefits, including Temporary Assistance for Needy Families (TANF). Do not include food stamps or subsidized housing.	\$
\$	Social Security benefits received, for all household members are reported in question 90 (or 66 for your parents), that were not taxed (such as SSI). Report benefits paid to parents in the Parents column, and benefits paid directly to student (or spouse) in the Student/Spouse column.	\$
\$	Total	\$

**Worksheet B
Calendar Year 2007**

Student/Spouse		Parent (s)
\$	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to amounts reported on W-2 Form in Boxes 12a through 12d, codes D, E, F, G, H and S.	\$
\$	IRA deductions and payments to self-employed SEP, SIMPLE, and Keogh and other qualified plans from IRS Form 1040 – line 28 + line 32 or 1040A – line 17.	\$
\$	Child support you received for all children. Do not include foster care or adoption payments.	\$
\$	Tax exempt interest income from IRS Form 1040 – line 8b or 1040A – line 8b.	\$
\$	Foreign income exclusion from IRS Form 2555 – line 45 or 2555EZ – line 18.	\$
\$	Untaxed portions of IRA distributions from IRS Form 1040 – lines (15a minus 15b) or 1040A – lines (11a minus 11b). Exclude rollovers. If negative, enter a zero here.	\$
\$	Untaxed portions of pensions from IRS Form 1040 – lines (16a minus 16b) or 1040A – lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here.	\$
\$	Credit for federal tax on special fuels from IRS Form 4136 – line 17 (non-farmers only)	\$
\$	Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits)	\$
\$	Veterans' non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances.	\$
\$	Other untaxed income not reported elsewhere on Worksheet A and B, such as workers' Compensation, untaxed portions of railroad retirement benefits, Black Lung Benefits, Disability, etc. Tax filers only; report combat pay not included in AGI (Q35 and Q79). Do not include student aid, Workforce Investment Act educational 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.	xxxxxxxxxxx
\$	Total	\$

**Worksheet C
Calendar Year 2007**

Student/Spouse		Parent (s)
\$	Education credits (Hope and Lifetime Learning tax credits) from IRS Form 1040 – lines 49 or 1040A – line 31.	\$
\$	Child support you 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 question 90 (or question 66 for your parents).	\$
\$	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. Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships.	\$
\$	Total	\$