

COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
2010-2011 VERIFICATION WORKSHEET

Your application was selected for a process called "Verification." In this process, we will be comparing information from your Free Application for Federal Student Aid (FAFSA) with **signed** copies of 2009 Federal tax form(s) and W-2 form(s) from you and your parents (if applicable). If you filed as a Dependent student on the FAFSA, you and your parent(s) will need to complete this form. If you filed as an Independent student on the FAFSA, you, and your spouse (if applicable), will need to complete this form. We will be unable to award financial aid until the verification process has been completed. It is imperative that you submit all the requested documents (signed and completed) as soon as possible.

What you should do:

1. Collect (as applicable) copies of the required financial documents for yourself and your parent(s) (**signed** 2009 Federal income tax returns, W-2 forms, etc.) If you do not have a copy of a necessary tax return, you may contact the IRS at 1-800-829-1040 and request a tax transcript.
2. Complete the worksheet. **Do not leave any questions blank.**
3. Sign and send the completed worksheet, tax forms, W-2 forms, and any other requested documents to the Financial Aid Office at your campus. If you need assistance, please contact your Financial Aid Office.

Section A: Student Information

Last Name	First	M.	Student Social Security Number (Will never be displayed or revealed)
Address (include Apartment number)			Date of Birth
City	State	Zip	Phone Number (include area code)

Are you a RETURNING STUDENT? YES NO Student E-Mail address: _____

Section B: Family Information

For **Dependent students**, list the *individuals who will live in your parent(s)' household* between July 1, 2010 and June 30, 2011. 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, 2010 through June 30, 2011, 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 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 family 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 or certificate program. If you need more space, please attach a separate page.

For **Independent students**, list the *individuals who will live in your household*, between July 1, 2010 and June 30, 2011.

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, even if they do not live with you, 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 family member who will be attending college at least half time between July 1, 2010 and June 30, 2011 and will be enrolled in a degree or certificate program. If you need more space, please attach a separate page.

Full Name	Age	Relationship	College
		SELF	CCSNH

Section C: Student Tax Forms

- A. Check here and attach a **signed** copy of your (and your spouse if applicable) 2009 Federal tax return, schedules, and W-2 forms
- B. Check here if you **will not** file and **are not required** to file a 2009 federal tax return

If you checked Box B above, list your employer(s) and report any income from working in 2009 in the area below.

Employer Name	Dollar amount earned (from W-2)
	\$
	\$

Section D: Parent(s) Tax Forms

- A. Check here and attach a **signed** copy of your 2009 Federal tax return, schedules, and W-2 forms
- B. Check here if you **will not** file and **are not required** to file a 2009 federal tax return

If you checked Box B above, list your employer(s) and report any income from working in 2009 in the area below.

Employer Name	Dollar amount earned (from W-2)
	\$
	\$

Section E: 2009 Other income- Questions 44, 45, 92 & 93

Students/spouse please complete the left column. Dependent students have your parent(s) complete the right column. Independent students do not need to include your parents' information.

Student/Spouse	Calendar Year 2009 - Question 46 & 94	Parent(s)
\$	Child support paid because of divorce or separation or as a result of a legal requirement. Don't include support for children in your (or your parents') household, as reported in question 94 (or question 93 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.	\$
\$	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)	\$
Calendar Year 2009 - Question 45 & 93		
\$	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 - 12d, codes D, E, F, G, H, & 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). Don't include the value of on-base military housing or the value of a basic military allowance for housing.	\$
\$	Veterans' non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation and/or VA Educational Work-Study Allowances	XXXXX
\$	Other untaxed income not reported, such as workers' compensation, disability, etc. DON'T include student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, combat pay, benefits for flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$
\$	Money received , or paid on your behalf (e.g. bills), not reported elsewhere on this form.	\$

Section F: Signatures Both the student and at least one parent must sign. **By signing this worksheet, I/we certify that all of the information reported to qualify for Federal student aid is complete and correct. If I receive financial aid based on false information, I will have to pay it back; I may also have to pay fines and fees.**

Student Signature

Date

Parent Signature

Date