

2011-2012 Independent Verification Worksheet

Your application was selected for review in a process called "Verification." You must complete this process to receive financial aid from Bethel University. In this process, we will be comparing information from your Free Application for Federal Student Aid (FAFSA) with **signed** copies of your (and your spouse's, if you are married) 2010 federal tax forms and W-2's. Please complete this verification form and submit it to the Office of Financial Aid as soon as possible, so your financial aid will not be delayed.

What you should do:

- Complete, sign, and submit this worksheet (incomplete forms will be returned to the student, and will delay the process of receiving financial aid).
- Submit **signed** 2010 federal tax forms (along with all schedules and W-2's), and any other requested documents to the Office of Financial Aid. If you e-filed or had a tax preparer submit your taxes, be sure to print out your tax return and **physically sign it with a pen.**

The Office of Financial Aid will compare information on this worksheet and any supporting documents with the information you submitted on your FAFSA. If there are differences between your FAFSA information and your financial documents, the Office of Financial Aid will make the necessary corrections to your FAFSA.

If you do not have a copy of your 2010 federal income tax return, you may request a tax transcript from the IRS by calling 1-800-829-1040. If you have extenuating circumstances which prevent you from completing your federal tax returns before April 15, 2011, please call the Bethel University financial aid office and speak to a financial aid counselor.

A. Student Information

_____	_____	_____	_____	_____
Last Name	First Name	M.I.	(Maiden)	Bethel ID Number (if known)
_____				_____
Permanent Address				Social Security Number
_____	_____	_____	_____	_____
City	State	Zip	Date of Birth	
_____				_____
				Phone Number

B. Family Information

List all of the people in your household. Include:

- Yourself
- Your spouse (if you have one)
- Your children, even if they do not live with you, *IF* you will provide more than half of their support from July 1, 2011 through June 30, 2012
- 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, 2011 through June 30, 2012

(use extra paper if necessary)

Full Name	Age	Relationship to Student	College Attending in 2011-2012 (in a degree, diploma, or certificate program)	Enrollment (full time, half time, or less?)
		Self	Bethel University	

C. Verification of Income (fully complete all questions below):

DO NOT LEAVE ANY QUESTIONS BLANK!!
(Incomplete forms will be returned)

1. Will/did you complete a 2010 federal tax return? (check yes or no below)

Student	Spouse (if married)																
<input type="checkbox"/> Yes (Remember to submit a <u>signed</u> copy of your 2010 federal tax return with all schedules and W-2's) <input type="checkbox"/> No (Please list the sources and amounts of your 2010 income below. Submit W-2's or other income documentation, if available.)	<input type="checkbox"/> Yes (Remember to submit a <u>signed</u> copy of your 2010 federal tax return with all schedules and W-2's) <input type="checkbox"/> No (Please list the sources and amounts of your 2010 income below. Submit W-2's or other income documentation, if available.)																
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2. Did you receive any of the following in 2010? (check yes or no for **all questions** below)

	Student	Spouse (if married)																
a. Work Study Earnings?	<input type="checkbox"/> No (\$0 received) <input type="checkbox"/> Yes (Please list yearly amount below) \$ _____ per year	<input type="checkbox"/> No (\$0 received) <input type="checkbox"/> Yes (Please list yearly amount below) \$ _____ per year																
b. Child Support? (Do not include foster care or adoption payments)	<input type="checkbox"/> No (\$0 received) <input type="checkbox"/> Yes (Please list yearly amount below) \$ _____ per year (or \$ _____ per month x _____ months)	<input type="checkbox"/> No (\$0 received) <input type="checkbox"/> Yes (Please list yearly amount below) \$ _____ per year (or \$ _____ per month x _____ months)																
c. Housing, Food, and Other Allowances paid to members of clergy and others (including cash payments and cash value of benefits)?	<input type="checkbox"/> No (\$0 received) <input type="checkbox"/> Yes (Please list yearly amount below) \$ _____ per year (or \$ _____ per month x _____ months)	<input type="checkbox"/> No (\$0 received) <input type="checkbox"/> Yes (Please list yearly amount below) \$ _____ per year (or \$ _____ per month x _____ months)																
d. Other Untaxed Income, Allowances, and Benefits not listed above (be sure to include untaxed unemployment benefits, workers' compensation, and untaxed interest and dividends as reported on FAFSA questions 44 and 92)?	<input type="checkbox"/> No (\$0 received) <input type="checkbox"/> Yes (Please list yearly amounts below) <table border="0" style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 50%; text-align: center;">Source</td> <td style="width: 50%; text-align: center;">\$ Amount/Yr</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>	Source	\$ Amount/Yr	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> No (\$0 received) <input type="checkbox"/> Yes (Please list yearly amounts below) <table border="0" style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 50%; text-align: center;">Source</td> <td style="width: 50%; text-align: center;">\$ Amount/Yr</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>	Source	\$ Amount/Yr	_____	_____	_____	_____	_____	_____
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Do not include student aid, earned income credit, child tax credit, welfare payments, untaxed Social Security benefits, Workforce Investment Act educational benefits, combat pay (if you are not a tax filer), benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion (form 2555) or credit for federal tax on special fuels.

D. Sign this worksheet

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

Student Signature (required) Date

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

Return this form, along with signed 2010 federal tax returns, schedules, and W-2's to:

The Office of Financial Aid
Bethel University
3900 Bethel Dr
Saint Paul, MN 55112-6999
FAX: 651.635.1491