

**IMPORTANT: PLEASE REVIEW this checklist before
submitting documentation to our office.**

If you received a Verification Worksheet:

- Complete the **ENTIRE** Verification Worksheet.
- Make sure you list all untaxed income in Sections C and/or D. This includes, but is not limited to: Child Support Received, Workman's Compensation, and Untaxed Pensions.
- Read the instructions for Section B and list the household members that meet the criteria.
- Make sure you and a parent (if you are dependent) **SIGN** Section E.

If a Federal Tax Return is requested:

- Make sure you **SIGN** your tax return. An unsigned tax return will be returned to you.
- Make sure at least one parent **SIGNS** the parent tax return. An unsigned tax return will be returned to you.
- If your parents are divorced and the parent listed on your FAFSA is remarried, the step-parent's tax return must also be submitted.
- Do not send us your only copy.
- Make sure your tax return is legible.
- Do not submit your state or local income tax return.
- The tax form must be the exact copy of what you submitted to the Internal Revenue Service (IRS).
- W-2 forms are not the same as your tax return.
- A cover sheet is not acceptable if you filed electronically. If you used a tax preparer, please contact them if you do not have a copy of your entire return.
- If you did not have a tax preparer and need a copy of your 2010 federal tax return, you will need to access the IRS web site: <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>, print, complete, and mail form 4506T to request a copy of your 2010 tax return. This form states it will take 7-10 days after the IRS receives the request.
- If you amended your Federal Tax Return, you must submit the original return AND your amended return.
- If you are submitting a:
 - Federal 1040: Please submit the first two pages. Make sure it is signed.
 - Federal 1040A: Please submit the first two pages. Make sure it is signed.
 - Federal 1040EZ: Please submit the first page. Make sure it is signed.
- Submit Schedule C (1040), Schedule E (1040), and/or Schedule K-1 (1040), if applicable. Do not send any additional schedules, unless requested.

If W-2 Forms are requested:

- Make sure all copies are legible.
- Submit **ALL** W-2 forms received for 2010.

If Citizenship Documents are requested:

- You must bring the original document to the office. We will make a copy of the document.

**Please do not submit any information that was not requested.
IN ORDER TO EXPEDITE YOUR VERIFICATION REVIEW, please
submit ALL requested documents at the same time. They may be
submitted by fax, mail, or in person to the Financial Aid Office.**