

# Antioch University New England 2011-2012 Verification Worksheet Federal Student Aid Programs

Your application was selected by the U.S. Dept. of Education for review in a process called “verification.” In this process, we are required by law to compare the information from your application with the information provided on this form and with signed copies of your 2010 federal tax forms (and your spouse’s if you are married). If there are differences between your application and the documents you’ve submitted, corrections may need to be made. **We cannot process your financial aid until verification has been completed, so please provide the required documents as soon as possible.**

### *What you should do*

1. Collect your (and your spouse’s, if married) financial documents (signed Federal income tax forms, W-2, etc.).
2. Complete all the sections and sign the worksheet (your spouse must also sign if you are married).
3. Contact us at (603) 283-2365 or [finaid@antiochne.edu](mailto:finaid@antiochne.edu) if you have questions about completing this worksheet.
4. Bring or mail the completed worksheet to the Financial Aid Office. You may also fax it to our attention at (603) 357-7563.
5. We will compare this information with the information you have already provided on your application and make corrections if necessary.

## A. Student Information

<i>Last Name</i>	<i>First Name</i>	<i>M.I.</i>	<i>Social Security Number</i>		
<i>Address</i>	<i>Apt #</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>	
<i>Date of Birth</i>	<i>E-mail Address</i>		<i>( ) Phone Number</i>		

## B. Family Information

### List the people in your household

- Yourself and
- Your spouse if married, and
- Your children, if you will provide more than half of their support from July 1, 2011 through June 30, 2012; and
- Any 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.

**Write the names of all household members.** 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, diploma or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
<i>Example: Martha Jones</i>	<i>24</i>	<i>Wife</i>	<i>Keene State College</i>
		Self	

**C. Tax Forms and Income Information**

All tax filers must submit a signed copy of the 2010 Federal Tax Return to the Financial Aid Office for you (and your spouse if married). If you have already submitted a copy of your tax return to Financial Aid, you do not need to provide a second copy. If you are **NOT** required to file a 2010 Federal Income Tax Return, check the box for you and your spouse (if married) and list all income received in 2010 (use W-2 forms or other earning statements).

You  Your spouse

Name of Employer/Source	Student Amount	Spouse Amount

All students (regardless of tax filing status) must list any untaxed income received in 2010. **BE SURE TO ENTER ZEROS IF NO FUNDS WERE RECEIVED.** Failure to complete this section will delay the processing of your financial aid.

Student's 2010 Additional Financial Information (Enter the combined amounts for you and your spouse.)

- a. Education credits (Hope and Lifetime Learning tax credits) from IRS Form 1040-line 49 or 1040A-line 31. \$

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- b. Child support paid because of divorce or separation or as a result of a legal requirement. Don't include support for children in your household, as reported in question 93. \$

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- c. Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships. \$

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- d. Student grant and scholarship aid reported to the IRS in your adjusted gross income. Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships. \$

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- e. 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). \$

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Student's 2010 Untaxed Income (Enter the combined amounts for you and your spouse.)

- a. 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 forms in Boxes 12a through 12d, codes D, E, F, G, H and S. \$

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- b. IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS form 1040-line 28 + line 32 or 1040A-Line 17. \$

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- c. Child support received for all children. Don't include foster care or adoption payments. \$

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- d. Tax exempt interest income from IRS Form 1040-line 8b or 1040A-line 8b. \$

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- e. 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. \$

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- f. 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. \$

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- g. Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). \$

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- h. Veterans noneducation benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances. \$

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- i. 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 from flexible spending arrangements (e.g. cafeteria plans), foreign income exclusion or credit for federal tax on special fuels. \$

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- j. Money received or paid on your behalf (e.g., bills), not reported elsewhere on this form. \$

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**D. Sign This Worksheet**

By signing the worksheet, I (we) certify that all the information reported on this worksheet is complete and correct. Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail or both.

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Student's Signature Date Spouse's Signature Date