



Financial Aid Office  
 4501 Amnicola Highway  
 Chattanooga, TN 37406-1097  
 423.697.4402  
 FAX 423.697.3126

## 2009-2010 VERIFICATION WORKSHEET FOR **DEPENDENT** STUDENTS

All documents are required in the Financial Aid Office by June 1, 2009, the 09-10 priority processing date.  
 Verification documents are due within 28 days from the first request.

Your application was selected for review in a process called "Verification". In this process, Chattanooga State will be comparing information from your application (FAFSA) with signed copies of your and your parent(s)' 2008 Federal tax forms, W2 forms, and/or other financial documents. Federal law (34 CFR, Part 668) states we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, Chattanooga State may need to make corrections.

*Assist Chattanooga State with assisting you! To prevent delays in receipt of financial aid, complete this verification form, attach all required documents, and submit it to your financial aid administrator. Only complete packets are accepted!*

**Remember, verification documents are due within 28 days from the first request.**

### INSTRUCTIONS

1. Collect your and your parent(s)' financial documents (signed Federal income tax forms, tax schedules, W2 forms, etc.).
2. Complete and sign the worksheet—you and the parent who signed the FAFSA!
3. Submit the completed worksheet, tax forms, and any other documents your school requests to the Financial Aid Office. **Copies of tax documentation, etc., made in the Financial Aid Office are at student's own expense.**
4. Your financial aid administrator will compare information on this worksheet and any supporting documents with the information you submitted on your FAFSA. Chattanooga State may need to make corrections.

Print clearly:

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Last Name	First Name	MI	Social Security Number/Student Identification Number
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Address (include apt. #)

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City	State	Zip
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Date of Birth	Current Phone Number (Cell, Home, or Work)
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### FAMILY INFORMATION SECTION

List the people in your parent(s)' household.

Be sure to include:

- Yourself and your parent(s) (including stepparent) **even if you don't live with your parents;**
- Your parents' other children **IF** your parents will provide more than half of their support from July 1, 2009 through June 30, 2010, or if 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, 2009 through June 30, 2010. Be aware you may have to submit additional written documentation.

Write in the name of the college for any household member, excluding your parent(s), who will be attending in a degree, diploma or certificate program at least half-time between July 1, 2009 and June 30, 2010. If you need more space, attach a separate page.

FULL NAME	AGE	RELATIONSHIP	COLLEGE
<i>Miley Cyrus (example)</i>	<i>15</i>	<i>Sister</i>	<i>NA</i>
		Self	<i>Chattanooga State</i>

