



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

2009-2010 VERIFICATION WORKSHEET FOR **INDEPENDENT** 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 spouse'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 as soon as possible.
 Remember, verification documents are due within 28 days from
 the first request.*

INSTRUCTIONS

1. Collect your and your spouse's financial documents (signed Federal income tax forms, tax schedules, W2 forms, etc.).
2. Complete and sign the worksheet.
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:

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

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 household.

Be sure to include:

- o Yourself and your spouse;
- o Your children **IF** you 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
- o 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, 2009 through June 30, 2010. Keep in mind you may be asked for additional documentation.

Write in the name of the college for any household member 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>Demi Moore (example)</i>	<i>45</i>	<i>Wife</i>	<i>Chattanooga State</i>
		Self	

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TAX FORMS & INCOME INFORMATION SECTION

Check and attach all **Required Documentation** below.

Tax returns include the 2008 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico, or a foreign income tax return. Also include a copy of ALL 2008 W2s. If you did not keep a copy of your tax return, request a copy from your tax preparer or contact the Internal Revenue Service (IRS) at 800.829.1040 for a transcript.

DO NOT LEAVE ANY ITEM BLANK! If it does not pertain to you and your situation, please put "N/A" or "0".

STUDENT ✓ WHICH APPLIES TO YOU	REQUIRED DOCUMENTATION	SPOUSE ✓ WHICH APPLIES TO YOU
	Signed copy of 2008 tax returns and all 2008 W2s attached.	
	Did not and are not required to file 2008 US Income Taxes. If you or your spouse did not file, please list the following information: Employer Name _____ _____ _____ Income Amount (attach all 2008 W2(s) if applicable) _____ _____ _____	

Both tax filers & non-tax filers must list any untaxed income received in 2008. Enter "N/A" or "0" if no funds received.

STUDENT WRITE IN AMOUNTS OR "N/A" OR "0" IF NOT APPLICABLE	REQUIRED INFORMATION	SPOUSE WRITE IN AMOUNTS OR "N/A" OR "0" IF NOT APPLICABLE
	Child support received for all children. Do not include foster care or adoption payments.	
	Worker's Compensation	
	Untaxed Pensions	

SIGNATURE SECTION

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

Student signature

Date

Warning: If you purposely give false or misleading information, you may be fined, be sentenced to jail, or both.