



**University of Houston-Downtown
2008-2009 Institutional Verification Form**

Name: _____

UHD ID# _____ - _____ - _____

Your application was selected for review in a process called "verification." In this process, UHD must compare the information from your FAFSA, your 2007 financial documents, and this worksheet and make corrections, if necessary. The documents must be received at least two weeks prior to the end of the semester. *If the requested documents are not received, any aid that you have received may be cancelled.* If your financial aid award changes due to verification, you will be notified in writing within 30 days of verification being complete.

What you need to do:

1. **Collect** your (and your spouse's or parents') financial documents (signed 2007 Federal income tax forms, W-2, etc.).
2. **Complete** the appropriate sections and **sign** the form - you (and your parent if appropriate).
3. **Submit** the completed worksheet, tax forms, W-2s and any other requested documents to the financial aid office.

Requested information must be reviewed under the financial aid program rules (34 CFR, Part 668).

Answer the questions below to determine dependency status. (Please circle the appropriate response.)

- | | | | |
|---|-----|----|---|
| 1. Were you born before January 1, 1985? | YES | NO | |
| 2. Will you be working on a master's, doctorate, or professional program in 2008-2009? | YES | NO | |
| 3. Are you married? | YES | NO | If you answered YES to any question, you are an independent student for financial aid purposes. |
| 4. Do you have children who receive more than half of their support from you? | YES | NO | |
| 5. Do you have dependents, other than your children, who live with you and who receive more than half their support from you? | YES | NO | If you answered NO to all questions, you are a dependent student for financial aid purposes. |
| 6. Are both of your parents deceased, or are you or were you a ward/dependent of the court? | YES | NO | |
| 7. Are you a veteran of the U.S. Armed Forces or are you currently serving on active duty for purposes other than training? | YES | NO | |

Household Information *(Please read the following information before completing your household size.)*

Independent Students: List the people in your household; include **(a)** yourself, your spouse if married; **(b)** your children, if you provide more than half of their support from July 1, 2008 through June 30, 2009; and **(c)** any other people if they now live with you, and you provide more than half of their support from July 1, 2008 through June 30, 2009.

Dependent Students: List the people in your parent's household; include **(a)** yourself, your parent(s) you live with (include stepparent); **(b)** your parents' other children, even if they don't live with your parent(s), if (1) your parents provide more than half of their support from July 1, 2008 through June 30, 2009, or (2) if they would be required to give parental information when applying for federal student aid; and **(c)** any other people if they now live with your parents, and your parents provide more than half of their support from July 1, 2008 through June 30, 2009.

Write the names of all household members. Also write in the name of the college for any family member, excluding your parent(s), who will be attending college at least half-time between July 1, 2008 and June 30, 2009, and will be enrolled in a degree or certificate program. If you need more space, attach a separate page.

Name	Age	Relationship	College
		Self	UH-Downtown

Tax Forms and Income Information

Check the box for those who are required to file a tax return.

You Your spouse Your father Your mother

All tax filers above must submit a **signed** copy of their 2007 Federal Income Tax returns (includes the 2007 IRS Form 1040, 1040A, 1040EZ, or a converted foreign income tax return).

Check the box for those who **did not** and are not required to file a 2007 Federal Income Tax Return.

You Your spouse Your father Your mother

Non-filers MUST list employer(s), any income received in 2007 and attach copies of W-2s or other earning statements.

Name of Employer	Student Amount	Spouse or Parent(s) Amount

Small Business Exclusions If you/your spouse/your parents reported income from any business on your 2007 income tax return (line 12), complete the following. Attach an additional sheet if you/your spouse/your parents reported income from more than one business.

Company Name	Owner	# of FTE employees	Fair Market Value	Business Debt

Untaxed Income and Income Exclusions Both tax filers and non-tax filers must list the total annual amount of any untaxed income received in 2007. See Worksheets A and B of the FAFSA. **Enter zeros if no funds were received.**

Student (Spouse)	Calendar Year 2007	Parent(s)
\$	1. Social Security benefits received, for ALL household members as reported in question 90 (or question 66 for your parents), that were not taxed (such as SSI).	\$
\$	2. Welfare benefits, including Temporary Assistance for Needy Families (TANF). Do not include food stamps or subsidized housing.	\$
\$	3. Child support received for all children. Do not include foster care or adoption payments.	\$
\$	4. Housing, food, and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits).	\$
\$	5. Payments to tax-deferred pensions and savings plans (paid directly or withheld from earnings) including, but not limited to, amounts reported on W-2 Form in Boxes 12a through 12d, codes D, E, F, G, H, and S.	\$
\$	6. Foreign income exclusion from IRS Form 2555 – line 45 or 2555EZ-line 18.	\$
\$	7. Credit for federal tax on special fuels from IRS Form 4136 – line 20 (nonfarmers only).	\$
\$	8. Veterans noneducation benefits, such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$
\$	9. Any other untaxed income or benefits not reported elsewhere on Worksheets A and B, such as worker's compensation, untaxed portions of railroad retirement benefits, Black Lung Benefits, Refugee Assistance, etc. Don't include student aid, Workforce Investment Act educational benefits, or benefits from flexible spending arrangements, e.g., cafeteria plans.	\$
\$	10. Money received, or paid on your behalf (e.g. bills), not reported elsewhere on this form.	XXXXXXXX

Both tax filers and non-tax filers must list any income exclusions from 2007. See Worksheet C of the FAFSA.

Enter zeros if not applicable.

Student (spouse)	Calendar Year 2007	Parent(s)
\$	11. Child support paid because of divorce or separation. Do not include support for children in your (or your parents') household, as reported in question 90 (or question 66 for your parents).	\$
\$	12. Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	\$
\$	13. Student grant, scholarship, fellowship, and assistantship aid, including AmeriCorps awards, that was reported to the IRS in your (or your parents') adjusted gross income	\$

Sign this Worksheet

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

Student's Signature Date _____

Parent's Signature (Dependent Students Only) Date _____