



2010-2011 Verification Worksheet for Federal Student Aid Programs

Enrollment Services Office – Hunter Reception Center
 PO Box 118087
 Charleston, SC 29423-8087
www.charlestonsouthern.edu

Phone: 843-863-7050
 800-947-7474
 Fax: 843-863-7070
 Email: financialaid@csuniv.edu

Your application was selected for review in a process called “**verification.**” In this process, **federal law** requires (34 CFR, Part 668) CSU to compare the information from your FAFSA with signed copies of your 2008 federal tax forms (and your spouse’s if you are married, or parents’ if you are considered dependent for federal aid purposes) or other financial aid documents. If there are differences between your application information and your financial documents, 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.**

1. Collect your (and your spouse’s or parents’) **signed** 2009 federal income tax forms.
2. Complete **all** sections and **sign** this worksheet – you and at least one parent.
3. Contact us if you have questions about this worksheet.
4. Bring, mail, or fax the signed and completed worksheet, tax forms, and any other documents to the CSU Enrollment Services Office in the Hunter Reception Center. *We will compare the information on these documents and make corrections if necessary.*

What you should do:

A. Student Information

Student’s Name

CSU ID Number

Social Security Number

Phone Number (include area code)

B. Family Information

Independent Students: List the people in your household, include: (a) yourself and your spouse if you have one; and (b) your children, if you will provide more than half of their support from July 1, 2010 through June 30, 2011; and (c) 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, 2010 through June 30, 2011.

Dependent Students: List the people in your parents’ household, include: (a) yourself and your parent(s) (including step-parent) even if you don’t live with your parents; and (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, 2010 through June 30, 2011, or (2) the children would be required to provide parental information when applying for federal student aid; and (c) 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, 2010 through June 30, 2011.

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, 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	Date of Birth	Relationship	College
		Self	CSU

C. Tax Forms and Income Information

Tax returns include the 2009 IRS Form 100, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If you did not keep a copy, call the IRS at 1-800-829-1040. Press “2 – Refund or Personal Tax Account” then press “2-Personal Tax Account”, follow the instructions until given the option to select a ‘tax return transcript’ then follow the instructions. Electronic Signature forms, such as 8879/8453, **do not** qualify as tax returns. Complete the employer and earnings items if you will not/are not required to file a 2009 federal tax return.

Tax Filing Status			
I (student)	<input type="checkbox"/> Have filed a 2009 federal tax return or will file by _____ (date).	<input type="checkbox"/> Will not/am not required to file a 2009 federal tax return.	Employer: _____ Earnings: \$ _____ Employer: _____ Earnings: \$ _____
Father/Stepfather	<input type="checkbox"/> Have filed a 2009 federal tax return or will file by _____ (date).	<input type="checkbox"/> Will not/am not required to file a 2009 federal tax return.	Employer: _____ Earnings: \$ _____ Employer: _____ Earnings: \$ _____
Mother/Stepmother	<input type="checkbox"/> Have filed a 2009 federal tax return or will file by _____ (date).	<input type="checkbox"/> Will not/am not required to file a 2009 federal tax return.	Employer: _____ Earnings: \$ _____ Employer: _____ Earnings: \$ _____

