



El Paso Community College Institutional Verification Form 2009-2010

Financial Aid Office

Your application was selected for review in a process called **“Verification”**. In this process, your school will be comparing information from the **FAFSA** with **signed copies of 2008 Federal Tax Forms**, or other financial documents submitted. The law says we have the right to ask you for this information before awarding Federal Aid. Rules (34 CFR, Part 668). If there are differences between your application information and your financial documents, you may be asked to do corrections on the web by using your pin number, or your school may send corrections electronically. Please complete this verification form and submit it with signed copies of the required 2008 Federal Tax Forms.

A. Student Information

Name _____ EPCC ID# _____
Last First Middle
 Street _____ Date of Birth _____ Home Phone _____
 City/State/Zip _____ WK Phone _____ Email _____

B. Family Information/Household Size

If you are an Independent student (not required to supply parental information on the FAFSA) include:

- ✓ Yourself and attach a **signed** copy of your 2008 Income Tax
- ✓ Your Spouse and attach a **signed** copy of his/her 2008 Income Tax even if you were not married in 2008
- ✓ Your dependent children (only if they will receive more than half of their support from you between July 1, 2009 and June 30, 2010)

If you are a Dependent student (required to supply parental information on the FAFSA) include:

- ✓ Yourself and a **signed** copy of your 2008 Income Tax
- ✓ Your Parents/Step-Parents **signed** copies of their 2008 Income Tax
- ✓ Your Parents dependent children (only if they will receive more than half of their support from your parents between July 1, 2009 and June 30, 2010 or if they would be required to provide parental information when applying for the FAFSA)

Include other people only if they:

Lived with and received more than half of their financial support from you/your parents at the time you completed your FAFSA, and will continue to get this support between July 1, 2009 and June 30, 2010. Must be prepared to provide supporting documentation (Example: Authorization to provide for the medical and educational needs of a minor).

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

Name	Age	Relationship to you	Name of college if attending Between 07/01/09 and 6/30/10	Filed 2008 Taxes
		SELF		Y / N
				Y / N
				Y / N
				Y / N
				Y / N

COMMENTS:

C. 2008 Untaxed Income

Check and complete the appropriate box below, if a 2008 Income Tax was not filed and filing was not required (use the W-2 form or other earnings statements if available)

Student Earned wages\$_____ Spouse Earned wages\$_____ Parents Earned wages \$_____

Provide the requested amounts for items listed below. Do not leave any space blank (if the items do not apply enter zero). Amounts reported should be for 2008 calendar year.

Source		2008 Total Amounts		
		Students	Spouse	Parent (s)
Housing, Food and Other living allowances paid to members of the Military. (BAS, BAH, Clothing Allowance, etc.), Clergy and Others (Including cash payments and cash value of benefits.)	Total Annual Amount (2008) _____→			
Amount reported on W-2 form boxes 12a thru 12d (Codes D, E, F, G, H, S).	Total Annual Amount (2008) _____→			
Foreign Income converted to U.S. Currency (Non- Filers)	Total Annual Amount (2008) _____→			
Child support received for all children. Do not include foster care or adoptive payments.	Total Annual Amount (2008) _____→			
Any other source of untaxed income not reported elsewhere (To include Veterans, Non-Educational Benefits)	Total Annual Amount (2008) _____→			
Money received, or paid on your behalf (Bills, Car-Payment, Room/Board, Etc.)	Total Annual Amount (2008) _____→			

D. 2008 Additional Financial Information

Source		2008 Total Amounts		
		Students	Spouse	Parent (s)
College Work-Study or other need based employment. (Fellowships, assistantships)	Total Annual Amount (2008)→ (Do Not Include VA work-study)			
Child support paid because of divorce or separation. Do Not include support for children in the household.	Total Annual Amount (2008)→			

By signing this worksheet, you 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.

E. SIGNATURES

I (we) certify all information shown on this form is complete and correct

 Student signature (Required) _____
 Date

 Parent signature (one parent whose information is provided on FAFSA) _____
 Date

Do not mail this worksheet to the Department of Education. Submit this worksheet to your Financial Aid Administrator at your school. Don't forget to sign your tax forms.