2009-2010 INSTITUTIONAL VERIFICATION FORM

CHICAGO STATE UNIVERSITY

OFFICE OF STUDENT FINANCIAL AID 9501 SOUTH KING DRIVE - ADM 207 CHICAGO, ILLINOIS 60628-1598
TELEPHONE: (773) 995-2304 FAX: (773) 995-3574 E-MAIL: csu-finaid@csu.edu

Student Name (last, first, m.i.) _____ **SS#** _____

Street _____ **City/State/Zip**_____

Home Phone _____ **Work Phone** _____ **Date of Birth**_____

If you are a female, and therefore not required to register for Selective Service, please initial here: _____

Student / Family Information / Household Size - Fill in the chart below with information about your family members.
Independent students - List the people in your household, including yourself, spouse (if married), children (if any), if you will provide more than half of their support from July 1, 2009 through June 30, 2010, and other people if they live with you, and you provide more than half of their support and will continue to do so from July 1, 2009 through June 30, 2010.
Dependent students - List the people in your household, including yourself, your parents (including stepparent) and your parent(s)' other children (if any), even if they don't live with your parent(s), if (a) your parent(s) will provide more than half of their support from July 1, 2009 through June 30, 2010, or (b) the children would be required to provide parental information when applying for Federal Student Aid, and other people if they live with your parent(s) and your parent(s) provide more than half their support and will continue to do so from July 1, 2009 through June 30, 2010 .

Name (first and last) (use additional sheet if family size exceeds eight)	Age	Relationship to you	If this person will attend college at least half time for the 2009-2010 academic year and is enrolled in a degree, or certificate program, print the full name of the college he/she will be attending.
John Doe (example)	24	Husband	ABC College
1.		Self	Chicago State University
2.			
3.			
4.			
5.			
6.			
7.			
8.			

INDEPENDENT STUDENTS - complete the student/spouse column below and on the reverse side.
DEPENDENT STUDENTS - complete the parent(s) and student/spouse columns below and on the reverse side.

2008 EARNINGS: COMPLETE THE SECTIONS THAT APPLY TO YOU	Parent(s)	Student/Spouse
TAX FILER(s) - Attach appropriate *signed copy(ies)* of 2008 FEDERAL tax return(s) (1040, 1040A, 1040EZ, 1040X or IRS transcripts). Electronic tax returns, IRS Form 8453 & IRS Form 8879 are not acceptable. ***Note: Unsigned tax returns, including IRS transcripts, are unacceptable.***	❑ **Filed Federal taxes for 2008**	❑ **Filed Federal taxes for 2008**
STUDENT NON-FILER - If you (spouse too, if married) did not file and are not required to file a 2008 Federal Income Tax return, list below your employer(s) and any income received in 2008 (use the W-2 form[s] or other earnings statement[s] if available). Use additional sheet if necessary. Do not list any income that must be recorded on the reverse side of this form. ***If you (spouse too, if married) had NO INCOME in 2008 enter "NONE" on the first line below.*** **Source:** _____ **Amount: $** _____ **Source:** _____ **Amount: $** _____ **Source:** _____ **Amount: $** _____ **DEPENDENT STUDENT with NON-FILER PARENT(s) - If your parent(s) did not file and is/are not required to file a 2008 Federal Income Tax return, list his/her/their employer(s) and any income received in 2008 (use the W-2 form[s] or other earnings statement[s] if available). Use additional sheet if necessary. Do not list any income that must be recorded on the reverse side of this form.** ***If your parent(s) had NO INCOME in 2008 enter "NONE" on the first line below.*** **Source:** _____ **Amount: $** _____ **Source:** _____ **Amount: $** _____ **Source:** _____ **Amount: $** _____	❑ **Did not file Federal taxes for 2008**	❑ **Did not file Federal taxes for 2008**

2008 UNTAXED INCOME - List untaxed income received during 2008. Please enter annual, not monthly, amounts. Enter ZERO in the box if it does not apply to you. (enter the combined amounts for husbands and wives, if married)	Parent(s)	Student/ Spouse
Payments to tax-deferred pension & savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 Form in Boxes 12a - 12d, codes D, E, F, G, H, and S	$	$
Child support **received** for all children. Don't include foster care or adoption payments.	$	$
Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits)	$	$
Veterans noneducation benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances	$	$
Other untaxed income not reported elsewhere on FAFSA, such as worker's compensation, disability, etc. Don't include student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels..	$	$
Money **received**, or paid on your behalf (e.g. bills), not reported elsewhere on this form.	$	$

2008 ADDITIONAL FINANCIAL INFORMATION - Please enter annual, not monthly, amounts. Enter ZERO in the box if it does not apply to you. (enter the combined amounts for husbands and wives, if married)	Parent(s)	Student/ Spouse
Child support you **paid** because of divorce or separation or as result of a legal requirement. Don't include support for children in your (or your parents') household, as reported in question 96 (or question 75 for your parents) on your FAFSA.	$	$
Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	$	$
Student grant and scholarship aid reported to the IRS in your (or your parents') adjusted gross income. Includes AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships.	$	$
Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income. Do not enter untaxed combat pay reported on the W2 (Box 12, Code Q).	$	$

WARNING: IF YOU PURPOSELY GIVE FALSE OR MISLEADING INFORMATION ON THIS FORM YOU MAY BE FINED, BE SENTENCED TO JAIL, OR BOTH.

Please allow 3-4 weeks (4-6 weeks if submitted in August, September, late December or early January) for processing.
If you do not have enough space on this form for any response please attach additional sheets or documentation you feel is appropriate.
Additional documentation may be required dependent upon information submitted. You may review your status on CSU X-Press.

EACH PERSON SIGNING THIS FORM CERTIFIES THAT ALL INFORMATION REPORTED ON IT IS COMPLETE AND CORRECT
Independent Student - signatures of student & spouse (if married). Dependent Student - signatures of student & parent(s) included in household size.

_____ _____

Student's signature **date** **Spouse's signature** **date**

_____ _____

Mother/Stepmother's signature **date** **Father/Stepfather's signature** **date**

If you answered "Yes" to any of questions 49, 51, 52, 53, 54, 55, 56, 57, 58, 59 or 60 on the 2009-2010 FAFSA you may be required, as part of the Verification process, to provide documentation to support your "Yes" answer(s). If this becomes the case the requirement(s) will be posted to your student record as an "unsatisfied student requirement(s)" in the "My Overall Status of Financial Aid" section of CSU X-press.

Federal Law (34 CFR, Part 668) gives Chicago State University the right to ask for the information and certifying signature(s) on this Institutional Verification Form, along with supporting documentation if requested. If there is a discrepancy between the information collected on, or with, this form, with the information provided on the FAFSA we are obligated to correct the FAFSA. If a correction(s) is made you will receive a new Student Aid Report (SAR) from the federal processor. Please be informed that if you are required to complete the Verification process, your financial aid package will not be finalized, nor will any funds be available to you, until the process has been completed.