

# 2011-2012 INSTITUTIONAL VERIFICATION FORM CHICAGO STATE UNIVERSITY

Office of Student Financial Aid      9501 South King Drive  
Cook Administration Building      Room 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: \_\_\_\_\_**

**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**

**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, 2011 through June 30, 2012, 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, 2011 through June 30, 2012.

**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, 2011 through June 30, 2012, 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, 2011 through June 30, 2012 .

Name (first and last) (use additional sheet if family size exceeds eight)	Age	Relationship to student	If this person will attend college at least half time for the 2011-2012 academic year and is enrolled in a degree, or certificate program, print the full name of the college he/she will be attending.
Jane Doe (example)	26	Wife	ABC College
1.		Self	Chicago State University
2.			
3.			
4.			
5.			
6.			
7.			
8.			

**INDEPENDENT STUDENTS - complete STUDENT/SPOUSE section below and column on the reverse side**

**DEPENDENT STUDENTS - complete STUDENT/SPOUSE and PARENT(S) sections below and columns on the reverse side**

## 2010 EARNINGS: COMPLETE THE SECTIONS THAT APPLY TO YOU

**TAX FILER(s)** - Attach appropriate SIGNED COPY(IES) of **2010 FEDERAL** tax return(s) (1040, 1040A, 1040EZ, 1040X or IRS Transcripts).

**TAX RECAPS ( FROM PAID TAX PREPARERS or ON-LINE TAX SERVICES ) ARE NOT ACCEPTABLE**

<p style="text-align: center;"><b><u>STUDENT / SPOUSE</u></b></p> <p><input type="checkbox"/> Filed Federal taxes for <b>2010</b> (if you <b>did not file taxes</b> please complete the <b>NON-FILER</b> section)</p> <p style="text-align: center;"><b>➔</b></p>	<p><b>STUDENT NON-FILER</b> - If you (spouse too, if married) did not file and are not required to file a <b>2010</b> Federal Income Tax return, list below your employer(s) and any income received in <b>2010</b> (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.</p> <p style="color: red;"><i>If you (spouse too, if married) had <b>NO INCOME</b> in <b>2010</b> enter "NONE" on the first line below.</i></p> <p>Source: _____ Amount: \$ _____</p> <p>Source: _____ Amount: \$ _____</p>
<p style="text-align: center;"><b><u>PARENT(S)</u></b></p> <p><input type="checkbox"/> Filed Federal taxes for <b>2010</b> (if you <b>did not file taxes</b> please complete the <b>NON-FILER</b> section)</p> <p style="text-align: center;"><b>➔</b></p>	<p><b>NON-FILER PARENT(S)</b> - If your parent(s) did not file and is/are not required to file a <b>2010</b> Federal Income Tax return, list his/her/their employer(s) and any income received in <b>2010</b> (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.</p> <p style="color: red;"><i>If your parent(s) had <b>NO INCOME</b> in <b>2010</b> enter "NONE" on the first line below.</i></p> <p>Source: _____ Amount: \$ _____</p> <p>Source: _____ Amount: \$ _____</p>

