



2009-2010 Institutional Verification Worksheet for Financial Aid SUNY Downstate Medical Center at Brooklyn

HEALTH PROFESSIONS APPLICANT/INDEPENDENT

Your financial aid application was selected for a review process called verification. SUNY Downstate has the right to ask you for all of your tax information, including signed copies of your (and your spouse's, if you applied on the FAFSA as a married student) 2008 Federal tax forms, W-2 forms or other tax documents. The law says we have the right to ask you for this information before awarding Federal Aid. If there are differences between your application information and your financial documents, corrections to your application may be required.

Try to complete verification as soon as possible, so that your financial aid won't be delayed. The Financial Aid staff at SUNY Downstate at Brooklyn is available to help you.

What you should do:

1. Collect your (and spouse's) and your parent(s) financial documents. This includes the completed federal tax form (1040EZ,A or 1040) with all schedules attached. Please include all W-2 forms. Because you are applying for a federal benefit, the forms must be legally acceptable, and thus the tax forms **must be signed**.
 2. Complete and sign this form. Parent signature is no longer required.
 3. Bring the tax documents and this completed form to our office.
 4. We will review your documents and determine whether or not corrections will be required. We will submit corrections to the federal processor, if necessary.
- The school review of the requested information is necessary, under federal regulation (CFR Title 34, Part 668).

A. Student Information

Last name	First name	M.I.	Social Security Number
Address (include apartment no.)		Date of birth	
City	State	ZIP Code	Phone number (include area code)

B. Family Information

List the people that you (and your spouse, if married) will support between July 1, 2009 and June 30, 2010. Include:

- yourself
 - your spouse
 - your dependent children (if you provide more than half their support)
- Then list the people that your parents will support during the same time period.

- Include yourself again in parent family, even if they will not support you. Include other people as part of the families only if:
- they lived with you or your parent(s) and got more than half their support from you or your parent(s) at the time you completed your student aid application
 - AND they will continue to get more than half their support from July 1, 2009 through June 30, 2010.

Write the names of all family 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, 2009 and June 30, 2010, and will be enrolled in a degree or certificate program. If more space is needed, attach a separate page, listing the additional people.

Your Own Family: (Full Name)	Age	Relationship	College
1. Enter your own name here		Self	SUNY Downstate/Brooklyn
2.			
3.			
4.			

Your Parent(s)' Family: (Full Name)	Age	Relationship	College
1. Enter your own name again			
2. Enter parent name here			
3.			
4.			

C. Student's (and spouse's, if married--even if you were not married in 2008) Tax Forms and Income Information

1. For non-tax filers and all tax filers (includes the 2008 IRS Form 1040, 1040A, 1040EZ, Telefile worksheet, a tax return from Puerto Rico or a foreign income tax return). If you did not keep a copy of the tax return, request a tax transcript from the Internal Revenue Service or a copy from your tax preparer.

Check here if you filed a return, and attach the return with all schedules and all W-2 forms.

Check here if you will not file and are not required to file a 2008 U.S. Income Tax Return.

2. Amounts received for child support and other untaxed income for 2008. (See Worksheet A of the FAFSA.)

Your Sources of Untaxed Income	Amount	Spouses Sources of Untaxed Income	Amount
a. Child support	\$	a. Child support	\$
b. Social Security	\$	b. Social Security	\$
c. Welfare	\$	c. Welfare	\$
d. Gifts/other	\$	d. Gifts/other	\$

3. If you (and spouse) 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.

Sources (Use the W-2 form or other earnings statements)--Student and Spouse	Amount
Yours:	
Spouse's:	

D. Parent(s)' Tax Forms and Income Information

1. For non-tax filers and all tax filers (includes the 2008 IRS Form 1040, 1040A, 1040EZ, Telefile worksheet, a tax return from Puerto Rico or a foreign income tax return). If your parents did not keep a copy of the tax return, request a tax transcript from the Internal Revenue Service or a copy from the tax preparer.

Check here if your parent(s) filed a return, and attach the return with all schedules and all W-2 forms.

Check here if your parent(s) will not file and are not required to file a 2008 U.S. Income Tax Return.

2. Amounts received for child support and other untaxed income for 2008. (See Worksheet A of the FAFSA.)

Parents Sources of Untaxed Income	Amount	Parents Sources of Untaxed Income	Amount
a. Child support paid parent	\$	c. Welfare (including TANF)	\$
b. Social Security (non-taxed)	\$	d. Gifts/other	\$

4. If your parent(s) did not file and are not required to file a 2008 Federal income tax return, list below your parent(s)' employer(s) and any income received in 2008.

Sources (Use the W-2 form or other earnings statements)--Parent	Amount

E. Sign this Worksheet

By signing this worksheet, we certify that all the information reported to qualify for Federal student aid is complete and correct.

Student Date Spouse (optional) Date

UPON COMPLETION OF THE FORM, RETURN IT WITH YOUR TAX DOCUMENTS TO THE FINANCIAL AID OFFICE AT SUNY DOWNSTATE-BROOKLYN.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0132. The time required to complete this information collection is estimated to average twelve minutes, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington DC, 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Application and Pell Processing Systems Division, U.S. Department of Education, 600 Independence Avenue, S.W., Washington, DC 20202-5453.