

FEDERAL VERIFICATION PROCEDURES

All applicants selected for “Verification” by either the U.S. Department of Education (as indicated on the Student Aid Report (SAR)), or by Methodist University must submit additional documentation to Methodist University. Students must submit official signed copies of their and their parents’ (if dependent) federal tax returns, W-2 forms and 1099 forms (if applicable) for the tax year prior to the academic year for which funds are requested. The U.S. Department of Education requires all types of federal tax returns (including TeleFile) be signed and dated, even though the IRS does not require signatures on certain types of tax returns. In addition to the federal taxes and W-2 forms, documentation of family size, number in college, and untaxed income is also required. The completion and timely submission to Methodist University of a U.S. Department of Education form entitled “Verification Worksheet” is generally sufficient documentation. In completing the federal requirements for verification, Methodist University must follow the procedures established by federal regulation (CFR Title 34, Part 668). In addition, an applicant may correct any *FAFSA* information that is in error by submitting to the Financial Aid Office a signed statement (including a parent’s signature, if a dependent student) describing both the error and the correct data.

Verification documents should be submitted as soon as possible, in order for applicants to be considered for maximum gift funds and receive timely award information. A Federal Pell Grant applicant selected for verification must complete the process by a deadline published annually in the *Federal Register*, which is generally no later than 90 days after the last day of enrollment during the academic year of August 31, whichever is earlier. Campus-based and Federal Stafford Loan applicants must complete verification by the last day of enrollment during the academic year. Incomplete applications will be cancelled, and no funds will be awarded. Sometimes, when corrections are submitted to Federal Student Aid Programs for processing, an application not originally selected will be selected for verification. If an award has already been made, and requested verification documents are not provided, then the undisbursed award will be cancelled. No additional federal funds will be disbursed until verification has been completed.

For the Federal Pell Grant Program, the student has completed verification when he or she has corrected the data or has shown, as required, that the application data are correct. In addition to all verifying documentation, Methodist University must also have on file the final and valid federal output document, showing the official expected family contribution (EFC). Under the Federal Pell Grant Program, if a student does not complete verification by the deadline, he or she forfeits the Pell Grant for the award year; any funds already disbursed must be repaid to the U.S. Department of Education.

For campus-based and Federal Stafford Loan programs, the student has completed verification when he or she has submitted all requested documentation to the school. The school must also have on file an output document that shows the student’s application data was processed through the central processing system (CPS) at least once. Methodist university can not (a) disburse additional FSEOG or Federal Perkins Loan funds (b) continue the student’s employment in an FWS job (c) certify a Federal Stafford Loan application or (d) deliver Federal Stafford Loan proceeds to any student who fails to provide the required documentation by the deadline.

If a student’s failure to complete verification, or another error of the student, is responsible for an overpayment of federal aid, the student is responsible for repaying the overpayment. In such a case, Methodist University sends a written notice requesting repayment in full to the student, and reports to the U.S. Department of Education (through the on-line National Student Loan Data System) that the student has received an overpayment. If Methodist University cannot recover a Federal Pell or FSEOG overpayment for which a student is liable, Methodist University must then refer the overpayment to the U.S. Department of Education’s Debt Collection Service.

Applicants will know that verification has been completed, when they receive an award letter or a denial letter. Methodist University will make the adjustment, if possible, if an initial disbursement of federal aid must be lowered due to subsequent selection for and completion of verification. If it is beyond the time frame for making the adjustment, Methodist University will notify both the student and the U.S. Department of Education of the overpayment as described above.



2007-2008 Verification Worksheet

Federal Student Aid Programs

FORM APPROVED
OMB NO. 1845-0041

Your application was selected for review in a process called "Verification." In this process, your school will be comparing information from your application with signed copies of your (and your spouse's, if you are married) 2006 Federal tax forms, or with W-2 forms or other financial 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, you or your school may need to make corrections electronically or by using your Student Aid Report (SAR).

Complete this verification form and submit it to your financial aid administrator as soon as possible, so that your financial aid won't be delayed. Your financial aid administrator will help you.

What you should do

1. Collect your (and your spouse's) financial documents (signed Federal income tax forms, W-2 forms, etc.).
2. Talk to your financial aid administrator if you have questions about completing this worksheet.
3. Complete and sign the worksheet.
4. Submit the completed worksheet, tax forms, and any other documents your school requests to your financial aid administrator.
5. Your financial aid administrator will compare information on this worksheet and any supporting documents with the information you submitted on your application. You may need to make corrections electronically or by using your SAR. *Your school must review the requested information, under the financial aid program rules (34 CFR, Part 668).*

A. Student Information

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

B. Family Information

List the people in your household, include:

- yourself, and your spouse if you have one, and
- your children, if you will provide more than half of their support from July 1, 2007 through June 30, 2008, and
- 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, 2007 through June 30, 2008.

Write the names 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 college at least half time between July 1, 2007 and June 30, 2008, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
Martha Jones (example)	24	Wife	City University
		Self	Methodist University

C. Student's Tax Forms and Income Information (all applicants)

Independent

- Check only one of the boxes below. Tax returns include the 2006 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If you did not keep a copy of your tax return, request a copy from your tax preparer or request an Internal Revenue Service form that lists tax account information.
 - Check here if you are attaching a signed copy of your tax return.
 - Check here if a signed tax return will be submitted to the school by _____ (date).
 - Check here if you will not file and are not required to file a 2006 U.S. Income Tax Return.

- Funds received for child support and other untaxed income. (See Worksheets A & B of the Free Application for Federal Student Aid-(FAFSA))

Sources of Untaxed Income	2006 Amount	Sources of Untaxed Income	2006 Amount
a. Child Support	\$ _____	d. _____	\$ _____
b. Social Security (non-taxed)	\$ _____	e. _____	\$ _____
c. Welfare (including TANF)	\$ _____	f. _____	\$ _____

- If you did not file and are not required to file a 2006 Federal income tax return, list below your employer(s) and any income received in 2006 (use the W-2 form or other earnings statements if available).

Sources	2006 Amount
	\$ _____
	\$ _____
	\$ _____

D. Spouse's Tax Forms and Income Information (if student is married)

- Check only one box below. Tax returns include the 2006 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If your spouse did not keep a copy of the tax return, request a copy from the tax preparer or request an Internal Revenue Service form that lists tax account information.
 - Check here if you are attaching a signed copy of your spouse's tax return.
 - Check here and attach spouse's signed tax return if your spouse filed a separate return.
 - Check here if a signed spouse's tax return will be submitted to the school by _____ (date).
 - Check here if your spouse will not file and is not required to file a 2006 U.S. Income Tax Return.

- Funds received for child support and other untaxed income. (See Worksheets A & B of the FAFSA)

Sources of Untaxed Income	2006 Amount	Sources of Untaxed Income	2006 Amount
a. Child Support	\$ _____	d. _____	\$ _____
b. Social Security (non-taxed)	\$ _____	e. _____	\$ _____
c. Welfare (including TANF)	\$ _____	f. _____	\$ _____

- If your spouse did not file and is not required to file a 2006 Federal income tax return, list below your spouse's employer(s) and any income received in 2006 (use the W-2 form or other earnings statements if available).

Sources	2006 Amount
	\$ _____
	\$ _____
	\$ _____

E. Sign this Worksheet

By signing this worksheet, I (we) certify that all the information reported on it is complete and correct. If married, spouse's signature is optional.

Student Date

Spouse Date

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

***If active duty military in 2006, LIST GRADE:**

Self ____ for ____ months/

 ____ for ____ months

Spouse ____ for ____ months/

 ____ for ____ months

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.