



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

Dear Student:

Your application was selected for review in a process called "verification." In this process, we are required by federal law (34 CFR, Part 668) to compare the information provided on this form and with signed copies of your 2009 federal tax forms (and your spouse's if you are married, or parent(s)' if you are considered dependent for federal aid purposes). If there are differences between your FAFSA application and the documents you submitted, corrections will be made and reprocessed by the federal processor. **We cannot process your financial aid until verification has been completed, so please provide the required documents as soon as possible.**

Documents Required for Verification

- All tax filers must submit a SIGNED copy of their 2009 Federal Income Tax Return. (W-2 Forms may be requested to verify certain forms of income provided on the Tax Return. They may also be requested for individuals that did not file a 2009 tax form.)
- Acceptable Tax Returns include: 2009 IRS Forms 1040, 1040A, 1040EZ, tax return from Puerto Rico, or a foreign income tax return. Foreign income must be converted to US dollars. **Do not submit state tax returns. **IRS FORMS 8453 and 8879 are NOT acceptable forms.****
- If you or your parent/stepparent filed a 2009 Federal Tax Return, but did not keep a copy, you can obtain a copy from your tax preparer or request a transcript summary from the Internal Revenue Service at 1-800-829-1040. You may also log onto their website at www.irs.gov to download 4506T (Request for Transcript of Tax Return). **Transcript summaries must be SIGNED by the taxpayer unless they are mailed DIRECTLY to Prairie View A&M University from the IRS. If you filed an amended return, you must submit it along with a copy of the original SIGNED federal tax return.

Student Responsibilities

It will be the applicant's responsibility to see that all documents requested are properly submitted with proper signatures. If a Pell or campus-based applicant's dependency status changes during the award year, updating will occur unless that change is as a result of a change in marital status. Household size and number in postsecondary education can only be updated as a result of overpayment discovered during the verification process. Please remember, the last day submit verification documents is the last day of class for the semester enrolled. For example, if you are enrolled during the fall semester and selected for verification, the last day to submit your verification documents and be considered for fall aid is the last day of the fall semester. If you fail to meet the deadline, your aid will not be determined.

Notification

The PVAMU Office of Student Financial Aid will inform a student of what is required for verification, as processing occurs. Documents missing will be noted on the online missing document list (Panthertracks) and/or emailed to the student. If during the process of verification or updating, PVAMU realizes that a Federal Loan or any other financial aid that exceeds tolerance levels, have been made and these exceed the student's need, the student will be notified of this action via email. If, in the verification process, it is discovered that the award amount would increase for a Pell, the student will be informed but PVAMU will only pay on the original ISIR until the a new one is processed and originated.

Should you have questions regarding Verification, please do not hesitate to contact your financial aid counseling team at (936) 261-1000.

Kindest regards,

Office of Student Financial Aid

www.pvamu.edu

Office of Student Financial Aid
P.O. Box 519, Mail Stop #1005 Prairie View, Texas 77446
Phone (936) 261-1000 Fax (936) 261-1031/1032

2010 - 2011 Verification Worksheet

Prairie View A&M University

The federal government requires colleges and universities to compare the information from your Free Application for Federal Student Aid (FAFSA) with the information you provide on this form along with signed copies of 2009 federal tax forms. This process is called "Verification." Before your financial aid can be finalized, we must verify your information. Your aid may be adjusted based on the Verification process. You will receive a revised award notification via email within **2-3 weeks** after we have reviewed all required documents.

Last Name First Name M.I. PVAMU Student Identification Number

Home Phone Number (include area code) Student Cell Phone Number (include area code)

Step 1: Provide Dependency Status and Family Information

Check a box based on the definition of an independent student as defined above and complete the grid below. Proof of dependency status may be requested

<input type="checkbox"/> Dependent Student: List the people in your parent(s)' household. Include: <ul style="list-style-type: none"> • Yourself • Your custodial parent(s) (include step-parent) • Your custodial parent(s) dependent children • Other people only if they now live with your parents provided more than half of their support and will continue to provide more than half of their support from July 1, 2010 through June 30, 2011.

<input type="checkbox"/> Independent Student: List the people in your household. Include: <ul style="list-style-type: none"> • Yourself • Your spouse, if married • Your dependent children, if you will provide more than half of their support from July 1, 2010 - June 30, 2011 • Other people if they now live with you, and you provided more than half of their support and will continue to provide more than half of their support from July 1, 2010 through June 30, 2011.

Full Name	Date of Birth	Relationship	College
		Student Applicant	Prairie View A&M University

STEP 2: Provide Untaxed Income Data for 2009

Section 1: Students

- Did you, the student, file a Federal Income Tax Return for 2009? _____ Yes _____ No
- If married, did your spouse file a Federal Income Tax Return for 2009?..... _____ Yes _____ No

If you or your spouse **DID NOT AND WERE NOT REQUIRED TO FILE** a 2009 Federal Income Tax Return, then you must list your total wages earned in 2009 and provide a W-2 form. If you did not earn any money from an employer, write "0" on the line:

Student \$ _____ Spouse \$ _____

Section 2: Parents

- Did you, the parent/stepparent, file a Federal Income Tax Return for 2009? _____ Yes _____ No

Student ID: _____

Student Name: _____

If you or your spouse **DID NOT AND WERE NOT REQUIRED TO FILE** a 2009 Federal Income Tax Return, then you must list your total wages earned in 2009 and provide a W-2 form. If you did not earn any money from an employer, write "0" on the line:

Mom/Stepmom \$ _____ Father/Stepfather \$ _____

Section 3: Both tax filers and non-tax filers must list any untaxed income received in 2009. Please do not leave any item BLANK. If no funds were received, enter zeros.

STUDENT/SPOUSE	2009 Untaxed Income Data	PARENTS
\$	Welfare benefits (including TANF). Do not include food stamps or subsidized housing.	\$
\$	Child support <u>PAID</u> because of divorce or separation or as a result of a legal requirement. Do not include support for children in your (or your parents') household, as reported in question 96 (or 75 for your parents).	\$
\$	Child support <u>RECEIVED</u> for all children. Don't include foster care or adoption payments.	\$
\$	Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	\$
\$	Grant and scholarship aid reported to the IRS in the Adjusted Gross Income. Includes Americorps benefits (awards, living allowances, and interest accrual payments), as well as, grant and scholarship portions of fellowships and assistantships.	\$
\$	Combat pay or special combat pay. Only enter the amount that was taxable and included in the adjusted gross income. Do not enter untaxed combat pay reported on the W-2 (Box 12, Code Q).	\$
\$	Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits).	\$
\$	Any other untaxed income and benefits not reported elsewhere, such as workmen's compensation, etc. Don't include untaxed Social Security benefits, etc.	\$

Step 3: Gather and Submit ALL Required Documents to the PVAMU Office of Student Financial Aid

- All tax filers must submit a **SIGNED** copy of their 2009 Federal Income Tax Returns.
- Acceptable Tax Returns include: 2009 IRS Forms 1040, 1040A, 1040EZ, tax return from Puerto Rico, or a foreign income tax return. Foreign income must be converted into U.S. dollars. Do NOT submit state tax returns. **[IRS Forms 8453 and 8879 are NOT acceptable forms]**
- If you or your parent/stepparent filed a 2009 Federal Tax Return, but did not keep a copy, you can obtain a copy from your tax preparer or request a transcript summary from the Internal Revenue Service at **1-800-829-1040**. You may also log onto their website at www.irs.gov to download Form 4506T (Request for Transcript of Tax Return). **[Transcript summaries must be SIGNED by the taxpayer unless they are mailed DIRECTLY to Prairie View A&M University from the IRS. If you filed an amended return, you must submit it along with a copy of the original SIGNED return.]**

Step 4: Print and Sign this Worksheet

By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and correct. Incomplete paperwork will delay processing of your financial aid. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail or both.

X _____
 Student Signature (REQUIRED) Date

X _____
 Parent Signature (REQUIRED if student is Dependent) Date

Please remember to keep copies for your records

We strongly encourage you to complete the Verification process by April 15, 2010 to receive priority and to take advantage of all financial aid programs for which you may have eligibility. The deadline for receipt of your completed 2010-2011 Verification Worksheet and all tax returns is the last class day of each semester. If you fail to meet the deadline, your aid eligibility will not be determined.