

**Verification Worksheet for Federal Student Aid Programs (VRFI) 2010-2011**

UNC Asheville Office of Financial Aid ♦ One University Heights ♦ University Hall CPO# 1330 ♦ Asheville, NC 28804 ♦ (828) 251-6535  
www.unca.edu/financialaid

Student's UNC Asheville Email Address \_\_\_\_\_

Student's ID #

9 3 0 \_ \_ \_ \_ \_

Your application was selected for review in a process called "Verification". UNC Asheville will compare information from your FAFSA with **signed copies** of your (and your spouse's, if you are married) 2009 Federal tax forms, W-2 forms and/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 may need to send in corrections on your Student Aid Report (SAR), or UNC Asheville may send the corrections electronically to have your information reprocessed by the federal processor.

*UNC Asheville must review the requested information under the financial aid program rules (CFR Title 34, Part 668).*

**What you should do:**

1. Collect copies of your (and your spouse's, if you have one) **signed** Federal Income Tax Returns (1040, 1040A, or 1040EZ), Schedule C form (if applicable), W-2 forms, and any other financial documents requested.

Note: IRS Form 8453, other Electronic Filing Declaration Forms or tax accountant re-cap tax returns are **NOT** acceptable for verification. A **signed copy** of the tax return prepared at the time of the Electronic Filing Declaration is required.

2. Complete **all six sections** on pages 1 & 2 of this worksheet and **sign**. An unsigned form cannot be processed.

3. Submit the worksheet and all financial documents to the UNC Asheville Office of Financial Aid as soon as possible. **Be sure to include the student's UNCA ID # on all documentation.**

**SECTION 1 : Student Information**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Address (include apt. #)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Phone number (include area code)

**SECTION 2 : Family Information**

List the people in *your household*, including:

- Yourself, and your spouse if you have one, and
- Your children, if you will provide more than half of their support from July 1, 2010 through June 30, 2011, even if they do not live with you, 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, 2010 through June 30, 2011.

Write the names, ages, and relationship to you of all household members in the spaces below. Also write in the name of the college for any household member, excluding your parent(s), who will be attending at least half time between July 1, 2010 and June 30, 2011, and will be enrolled in a degree, diploma, or certificate program. Enter your name on the first line.

If you need more space, attach a separate page.

Full Name	Age	Relationship	College
		Self	UNC Asheville

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Student's Name: \_\_\_\_\_

UNCA ID: 9 3 0 \_\_\_\_\_

**SECTION 3 : Student's Tax Forms and Income Information (all applicants)**

**You must check one box.** Tax forms include the 2009 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 a transcript of the return from the IRS by calling 1-800-829-1040. **All tax forms and transcripts must be signed.**

I have filed or I am required to file. You must attach copies of all W-2 forms and copies of signed federal tax forms (include Schedule C, if self-employed).

I did not file and I am not required to file. You must attach copies of W-2 forms or other earnings statements. If you are not required to file, complete the income information. **DO NOT LEAVE BLANK.** Use NONE if not applicable.

Source of Income: \_\_\_\_\_ Source of Income: \_\_\_\_\_

Amount of Income: \_\_\_\_\_ Amount of Income: \_\_\_\_\_

**SECTION 4 : Spouse's Tax Forms and Income Information (if student is married)**

**You must check one box if student is married.** Tax forms include the 2009 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 a transcript of the return from the IRS by calling 1-800-829-1040. **All tax forms and transcripts must be signed.**

I have filed or I am required to file. You must attach copies of all W-2 forms and copies of signed federal tax forms (include Schedule C, if self-employed).

I did not file and I am not required to file. You must attach copies of W-2 forms or other earnings statements. If you are not required to file, complete the income information. **DO NOT LEAVE BLANK.** Use NONE if not applicable.

Source of Income: \_\_\_\_\_ Source of Income: \_\_\_\_\_

Amount of Income: \_\_\_\_\_ Amount of Income: \_\_\_\_\_

**SECTION 5 : Student and Spouse's Other Untaxed Income – DO NOT LEAVE ANY BLANKS**

**Both tax filers and non-tax filers must list any untaxed income received in 2009. Be sure to enter zeros if no funds were received.**

Calendar Year 2009	Student	Spouse
Untaxed savings plans—refer to W-2 forms Boxes 12a through 12d, codes D, E, F, G, H and S.	\$ _____	\$ _____
Child support received for all children. Do not include foster or adoption payments.	\$ _____	\$ _____
Veterans non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work Study allowances.	\$ _____	\$ _____
Other untaxed income not reported, such as workers' compensation, disability, untaxed pensions.	\$ _____	\$ _____
Cash received, or any money paid on your behalf (e.g., bills), not reported elsewhere on this form.	\$ _____	\$ _____

**SECTION 6 : Asset Information – IN ALL CASES, USE FIGURES AS OF THE TIME YOU COMPLETED YOUR ORIGINAL FAFSA.**

**Net Worth (NW) = Current Market Value - Debt**

**Student and Spouse (if married)**

Cash, savings & checking accounts:

NW = \$ \_\_\_\_\_

Other Investments & Real Estate (do not include your primary home):

NW = \$ \_\_\_\_\_

Business(Family owned & controlled & > 100 employees) & Investment Farms:

NW = \$ \_\_\_\_\_

**SECTION 7 : Sign This Worksheet**

By signing this worksheet, each person certifies that all of the information reported is complete and correct. If married, spouse's signature is optional.

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

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Spouse's signature: \_\_\_\_\_

Date: \_\_\_\_\_