LAKE FOREST COLLEGE

Office of Financial Aid
555 North Sheridan Road
Lake Forest Illinois 60045-2338
Phone: 847-735-5015 or 847-735-5010
Fax: 847-735-6271

2009-2010 VERIFICATION WORKSHEET

Your financial aid application has been selected for a process called "verification" – a random selection of applications – which requires that we review certain documents and compare that information with what is found on the FAFSA. Your official financial aid eligibility cannot be determined until the verification process has been completed. Please review the instructions on Page Two before providing the requested information. Return Page One to our office, along with the requested tax documents.

Part 1. Biographical Information

Student's Name: ______________________________ SSN: ________ - ________ - __________

❑ This will be my first year at Lake Forest ❑ I was enrolled at Lake Forest last year ❑ I have been or will be readmitted

Your marital status as of today: ❑ married or remarried ❑ divorced, separated, single or widowed

Part 2. Household Information

(if additional names are to be reported, please check this box ☐ and attach a separate page)

NAME	AGE	RELATIONSHIP TO THE STUDENT	College / University in 2009-2010	DEGREE
1.				
2.				
3.				
4.				
5.				
6.				

Part 3. Additional Financial Information

(See Page Two for details. If you have nothing to report, enter "0.")

Student's 2008 Tax Return Status: ❑ Already completed ❑ Will file later ❑ Will not file
Spouse's 2008 Tax Return Status: ❑ Filed jointly w/student ❑ Filed separately ❑ Will file later ❑ Will not file

1. Education credits .... Student & Spouse Combined: $__________
2. Child support paid (names:______________________________) .... Student & Spouse Combined: $__________
3. Taxable earnings from need-based employment programs (work-study) .... Student & Spouse Combined: $__________
4. Student grants, scholarships, fellowships and assistantships included in AGI .... Student & Spouse Combined: $__________
5. Combat pay that was included in your adjusted gross income .... Student & Spouse Combined: $__________

Part 4. Untaxed Income

(See Page Two for details. If you have nothing to report, enter "0.")

1. Payments to tax-deferred pension and savings plans .... Student & Spouse Combined: $__________
2. IRA deductions and payments to SEP, SIMPLE, Keogh, etc .... Student & Spouse Combined: $__________
3. Child support received for all children .... Student & Spouse Combined: $__________
4. Tax exempt interest .... Student & Spouse Combined: $__________
5. Untaxed portions of IRA distributions .... Student & Spouse Combined: $__________
6. Untaxed portions of pensions .... Student & Spouse Combined: $__________
7. Housing, food and other living allowances .... Student & Spouse Combined: $__________
8. Veteran's non-education benefits .... Student & Spouse Combined: $__________
9. Other untaxed income .... Student & Spouse Combined: $__________

Part 5. Work Income

(If you have nothing to report, enter "0.") .... Student: $__________ Spouse: $__________

Certification. All information provided is complete and correct. I understand that it will be used to determine eligibility for federal and state financial aid, and that by giving false or misleading information I may be subject to a fine, prison sentence, or both.

Student's Signature: ______________________________ Date: _____/ _____/_____

Spouse's Signature: ______________________________ Date: _____/ _____/_____

Page Two. Verification Worksheet Instructions.

What to Do:

- ✓ Collect your and your Spouses' 2008 income documents, including federal income tax returns, W-2s, etc.
- ✓ Carefully review the instructions provided below before completing **Page One**.
- ✓ Report any significant changes in 2009 income *(ex. child support, Social Security benefits)* on the LFAFA (www.lakeforest.edu/lfafa).
- ✓ Mail or fax **Page One** to the Office of Financial Aid along with the following **2008** documents:
  - all W-2s and work-related1099s for you and your Spouse(s), even if you did not file a federal tax return
  - signed copies of your and your spouses' federal tax return
    - send only the first two pages, plus Schedules A & C (if filed);
    - do not send state tax return or other schedules unless requested
  - please print the student's name at the top of each document

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Who Provides Information on this Worksheet?

- ✓ If today you are single, separated, divorced or widowed, complete this Worksheet with only your income.
- ✓ If you are married today, complete this Worksheet with your and your spouse's income, even if you were not married in 2008.

Part 2. Household Information

Include the requested information for the people described below. Identify each person who will be enrolled at least half-time in a college or university, in a degree or certificate program between July 1, 2009 and June 30, 2010. Attach a separate page if necessary.

- ✓ yourself and your spouse (if married)
- ✓ your children, if you provide more than half of their support from July 1, 2009 to June 30, 2010, even if they do not live with you
- ✓ other people, if they now live with you and you provide more than half of that person's support, and you will continue to provide more than half their support from July 1, 2009 to June 30, 2010.

Part 3. Additional Financial Information

In the space provided, report the total amount received from all categories in 2008, for both student and spouse. Enter "0" if applicable.

1. Education credits (Hope and Lifetime Learning tax credits) from IRS Form 1040 line 50 or 1040A line 31.
2. Child support paid. Don't include support for children who are reported in **Part II** of this Worksheet (Household Information).
3. Taxable earnings from need-based employment programs (Federal Work-Study, fellowships and assistantships, etc).
4. Student grants, scholarships, fellowships, assistantships and Ameri-Corps benefits if it was included in your Adjusted Gross Income.
5. Combat pay that was included in your adjusted gross income. **Exclude** pay reported on W-2 (Box 12, Code Q).

Part 4. Untaxed Income

In the space provided, report the total amount received from all categories in 2008, for both student and spouse. Enter "0" if applicable.

1. Payments to tax-deferred pension and savings plans such as those on W-2 forms, Boxes 12a - 12d, codes D, E, F, G, H, and S.
2. IRA deductions and payments to SEP, SIMPLE, Keogh and other qualified plans (IRS Form 1040 lines 28 + 32, or 1040A line 17).
3. Child support received for all children, except foster care or adoption payments.
4. Tax exempt interest income (IRS Form 1040 line 8b, or 1040A line 8b).
5. Untaxed portions of IRA distributions (IRS Form 1040 lines 15a minus 15b, or 1040A lines 11a minus 11b), excluding rollovers.
6. Untaxed portions of pensions from IRS Form 1040 lines 16a minus 16b, or 1040A lines 12a minus 12b, excluding rollovers.
7. Housing, food and other living allowances paid to military, clergy and others (including cash payments and cash value).
8. Veteran's non-education benefits (Disability, Death Pension, or Dependency & Indemnity Compensation, VA Educ'l Work-Study).
9. Other untaxed income not already reported, such as workers' compensation, disability, money received, or paid on your behalf (ex: bills) etc. **Exclude** student aid, earned income credit, additional child tax credit, welfare, Social Security, Supplemental Security Income, Workforce Investment Act educational benefits, combat pay, flexible spending arrangements (cafeteria plans), foreign income exclusion or credit for federal tax on fuels.

Part 5. Work Income

In the space provided, report the amount received in 2008, for both student and spouse. Includes figures found on W-2 forms (Box 1), or IRS Form 1040 (line 7 + 12 + 18); Form 1040A (line 7); Form 1040EZ (line 1), as well as any undocumented (cash) payments.

Questions?
New Students, call 800-828-4751 or 847-735-5010 or -5103
Returning Students, call 800-828-4751, 847-5015, or -5103