



# 2011-12 Verification Worksheet-Independent Form

Financial Aid • ENMU Station 20 • 1500 S Ave K • Portales, NM 88130  
 Phone: 575.562.2194 • Fax: 575.562.2198

www.enmu.edu

## Student Information

_____	_____	_____	_____	_____
Last name	First name	Middle initial	Social Security number	ID number
_____			_____	
Address (include apt. no.)			Date of birth	
_____	_____	_____	_____	
City	State	ZIP	Phone number (include area code)	

Your application was selected for review in a process called “Verification”. In this process, Eastern New Mexico University will be comparing information from your FAFSA application with signed copies of your 2010 Federal income tax (and your spouse’s if you are married).

Federal financial aid program rules 34 CFR, Part 668 state that the school must verify for accuracy of submitted FAFSA information. ENMU will use your submitted documentation to fulfill this requirement.

### What you should do:

1. Submit your (and your spouse’s) completed verification worksheet, signed copies of 2010 Federal income tax forms, and other documents ENMU may request to the Office of Financial Aid. Documents may be submitted by mail, fax or to the office.
2. Be patient as the school reviews your documents. Files are worked in the order the completed documentation is submitted.
3. Corrections will be made by ENMU through the Department of Education (DOE) if differences are found between the FAFSA and your documentation. If a correction is necessary, you will receive notice from the DOE that your file is being updated **but** does not require any further action on your part.
4. Review your ENMU Financial Aid and Scholarship Notification (FASN) showing your awards and amounts.

**Delays in submitting this completed worksheet, 2010 Federal income tax forms and/or other requested documents will delay the processing of your aid application and may affect the availability of certain types of aid programs for the 2011-12 award year.**

## Family Information

List the people in your household. Include:

- yourself, and your spouse if you are married, and
- your children, if you will provide more than half of their support from July 1, 2011 through June 30, 2012 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 form July 1, 2011 through June 30, 2012.

Write the names of all household members in the spaces below, listing yourself first. Also, if any household member will be attending college at least half time between July 1, 2011 and June 30, 2012, and will be enrolled in a degree, diploma, or certification program, list the name of the college that household member will be attending under college on their respective line.

Full name	Age	Relationship	College
Jane Doe (example)	24	Wife	City University
		Self	

Students Name: \_\_\_\_\_ ID#: \_\_\_\_\_

**2010 Tax and Income Information**

Tax returns include the 2010 IRS Form 1040, 1040A, 1040EZ, 1040TEL (Telefile Tax Record), 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 copy from your tax preparer or a copy of a Tax Transcript from the Internal Revenue Service at 800.829.1040.

1. Student **(Check one box only.)**

- Check if you **did** file a 2010 IRS tax return and are submitting a signed copy of your 2010 tax return with this worksheet.
- Check if you **will not** file a 2010 IRS tax return and are not required to file a 2010 return.

2. Spouse **(Check one box only.)**

- Check if you **did** file a 2010 IRS tax return and are submitting a signed copy of your 2010 tax return with this worksheet.
- Check if you **did** file a separate 2010 IRS tax return and are submitting a signed copy of your 2010 tax return with this worksheet.
- Check if you **will not** file a 2010 IRS tax return and are not required to file a 2010 return.

**Both student and spouse must submit copies of all 2010 W-2 forms and any other financial documentation that verify amounts entered on worksheet below.**

**Also, please list all sources and amounts of income not reported on 2010 IRS tax forms and submit any applicable documentation. Enter \$0 if not applicable.**

<b>2010 Resources</b> (this section must be filled out completely)					
	Student	Spouse		Student	Spouse
Employment	\$	\$	Severance pay	\$	\$
Unemployment	\$	\$	Social security (untaxed)	\$	\$
Child support received	\$	\$	Military allowance (BAS)	\$	\$
Clergy allowance	\$	\$	Worker's compensation	\$	\$
Disability	\$	\$	VA benefits	\$	\$
Combat Pay (Code Q)			Food Stamps	\$	
TANF/Other welfare benefits	\$	\$	Tax-deferred pensions W-2 boxes 12 a-d (Codes D-H and S)	\$	\$
Refunds from financial aid and scholarships	\$	\$	IRA/Keogh (untaxed)	\$	\$
<b>Off campus housing, food and other living allowances provided by relatives or friends.</b>	\$	\$	<b>Cash received or any money paid on your behalf not reported elsewhere on this form or FAFSA</b>	\$	\$
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>Total</b>	<b>\$</b>	<b>\$</b>

**Sign This Worksheet**

By signing this worksheet, I (we) certify that all of the information reported is complete and correct.

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

Student \_\_\_\_\_ Date \_\_\_\_\_

Spouse \_\_\_\_\_ Date \_\_\_\_\_

Please fax, mail or bring this worksheet to the Eastern New Mexico University Office of Financial Aid. **Do not forget to sign your Federal tax return prior to submitting the form to our office.**

**Requests for information will be sent via your Eastern New Mexico University e-mail account.**

**Mail to:** Office of Financial Aid  
 ENMU Station 20  
 1500 S Ave K  
 Portales, NM 88130  
 Phone: 575.562.2194

**Bring to:** SAS Building, Room 107

Notice concerning your information: The New Mexico Public Information Act, with a few exceptions, gives you the right to be informed about the information that Eastern New Mexico University collects about you. It also gives you the right to request a copy of that information and to have the University revise any information that is incorrect. You may request this information by contacting the office possessing such information.