

Your application was selected for review in a process called verification. In this process, Point Park University will be comparing information from your Free Application For Federal Student Aid with signed copies of your 2010 federal tax forms (and your spouse's if you are married, or parents' if you are considered dependent for federal aid purposes). The law says we have the right to ask you for this information before awarding Federal aid.

Recommended Deadlines For Submission:

Fall 2011 Incoming Students 04/29/2011
 Fall 2011 Returning Students 05/27/2011
 Spring 2012 Students 12/01/2011
 Summer 2012 Students 05/01/2012

What you should do:

1. Collect your (and your spouse's or parents') financial documents (signed Federal income tax forms, W-2, etc.).
2. Talk to your financial aid administrator if you have questions about completing this worksheet.
3. Complete the sections checked and sign the worksheet you (and your parent if appropriate).
4. Take the completed worksheet, tax forms, and any other documents to your financial aid administrator.
5. Your financial aid administrator will compare information on these documents and make corrections if necessary.

A. Student Information

_____ *Last Name* *First Name* *M.I.* _____ *Social Security Number or Student ID*

_____ *Address (include apt.#)* _____ *Date of birth*

_____ *City* *State* *Zip Code* _____ *Phone Number (include area code)*

B. Family Information

Independent Students: List the people in your household; include (a) yourself, your spouse if married; (b) your children, if you will provide more than half of their support from July 1, 2011 through June 30, 2012; and (c) any 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, 2011 through June 30, 2012.

Dependent Students: List the people in your parent's household; include (a) yourself, your parent(s) you live with (include stepparent); (b) your parents' other children, even if they don't live with your parent(s), if (1) your parents provide more than half of their support from July 1, 2011 through June 30, 2012, or (2) if they would be required to give parental information when applying for Federal student aid; and (c) any other people if they now live with your parents, and your parents provided more than half of their support and will continue to provide more than half of their support from July 1, 2011 through June 30, 2012.

Write the names of all household members. Also write in the name of the college for any family member excluding your parent(s), who will be attending college at least half-time between July 1, 2011 and June 30, 2012, and will be enrolled in a degree or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
<i>Example: Martha Jones</i>	<i>24</i>	<i>Wife</i>	<i>City University</i>

Student Name: _____

Student ID: _____

C. Tax Forms and Income Information

All tax filers must submit a signed copy of all 2010 Federal Income Tax returns & W-2 forms (includes the 2010 IRS Form 1040, 1040A, 1040EZ, Telefile Tax Record, a tax return from Puerto Rico or a foreign income tax return) for the student (and spouse) and parent(s). **If you did not keep a copy of your tax return, you must request a tax transcript from the Internal Revenue Service by calling 1-800-829-1040.**

If you are not required to file a 2010 Federal Income Tax Return, send your 2010 W-2's for each employer.

Both tax filers and non-tax filers must list any untaxed income received in 2010. Be sure to enter zeros if no funds were received.

Student (spouse)	Calendar Year 2010	Parent(s)
\$	Payments to tax-deferred pensions and savings plans (paid directly or withheld from earnings) as reported on W-2 Form Box 12a through 12d, codes D, E, F, G, H, and S. Include untaxed portions of 401(k) and 403(b) plans.	\$
\$	Child support received for all children. Don't include foster care.	\$
\$	Housing food, and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits).	\$
\$	Workers' Compensation	\$
\$	Veterans' non-education benefits, such as Death Pension or Dependency & Indemnity Compensation (DIC)	\$
\$	Any other untaxed income and benefits, such as VA Educational Work-Study allowances, untaxed portions of Railroad Retirement Benefits, Black Lung Benefits, Refugee Assistance, etc.	\$
\$	Cash or any money paid on your behalf, not reported elsewhere on this form.	\$

Both tax filers and non-tax filers must list any income excursions received in 2010. Be sure to enter zeros if no funds were received.

Student (spouse)	Calendar Year 2010	Parents(s)
\$	Child support paid because of divorce or separation. Do not include support for children in your (or your parents') household, as reported on this worksheet	\$
\$	Taxable earning from Federal Work-Study or other need-based work programs	\$
\$	Education Credit from IRS form 1040-line 49 or 1040A-line 31	\$
\$	Student grant and scholarship aid (in excess of the tuition, fees, books, and supplies) that was reported to the IRS.	\$
\$	Combat pay or special combat pay	\$

D. Sign this Worksheet

By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and correct. If dependent, at least one parent must sign. Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Student's Signature

Date _____

Parent's Signature (Dependent Students Only)

Date _____