

John Wood Community College

2009 – 2010 Verification Procedures

You are receiving this form to help you through the review process for your federal aid application.

A checklist is included to help you gather and send the information that is required. Common questions and answers are given to assist you in understanding the process.

Checklist

Send or fax the following documents to the Financial Aid Office, and:

- ✓ Be sure all forms are signed.
- ✓ Don't skip sections. Put N/A or "0" if it doesn't apply.
- ✓ Send or fax all forms at the same time if at all possible.
- ✓ Respond promptly to all requests for additional information.

IF YOU ARE DEPENDENT:

- 2009 – 2010 Verification Worksheet
- Signed copy of student's 2008 Federal Tax Return (Including any forms or schedules filed with the IRS)
- Copy of Student's 2008 W-2s, 1099s, etc.
- Signed copy of parent's 2008 Federal Tax Return (including any forms filed with the IRS)
- If your parents are ILLINOIS residents -- Copy of parent's 2008 Illinois tax return.

IF YOU ARE INDEPENDENT:

- 2009-2010 Verification Worksheet
- Student's (& Spouse if applicable) 2008 Federal Tax Return (including any forms or schedules filed with the IRS)
- Student's (& Spouse if applicable) 2008 W-2s, 1099s, etc.
- If you are an ILLINOIS resident – Copy of your 2008 Illinois tax return.

QUESTIONS

How did I get selected for verification?

Because you are selected for verification does not mean the Department of Education thinks you didn't tell them everything. Each year the Department of Education requires reviews on at least 30% of federal student aid applications to check accuracy of the data. In some cases schools may verify more applications by their own selection criteria or due to some conflicting data.

What if I did not file a tax return?

If you will not file a tax return for 2008 you need to mark the appropriate box on the verification worksheet. If you had worked, you would then list your employer and what your earnings were.

Who reviews my file?

All forms used in verification are sent to the Financial Aid Office at your school. A financial aid administrator will compare the information on the documents with the information you reported on your FAFSA. All information is kept confidential.

What if a mistake is found?

If any items have to be corrected, the Financial Aid Office here at John Wood Community College will send the appropriate changes into the Central Processing Center electronically. You will receive a new SAR Information Acknowledgement, which allows you to see the changes that were made and the results.

If a correction is made will it affect my student aid awards?

Yes, corrections could affect your financial aid eligibility. You will receive a new award letter if there is a change in your aid eligibility.



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