



2011-12 INDEPENDENT VERIFICATION WORKSHEET
Harding University
Financial Aid Office

HU Box 12282
Searcy, AR 72149-2282
(800) 477-3243
(501) 279-4257
(501) 279-5438 fax
finaid@harding.edu

For Office Use Only

Initial EFC: _____
Verified EFC: _____
Date Verified: _____

SECTION A

A1: Student Information		Harding ID	Social Security #	
Last Name			First Name	
Address			Date of Birth	
City			State	ZIP
Home Phone		Cell Phone	Email	

A2: Status Determination		I am a veteran of the US Armed Forces	I was dependent or ward of the court since age 13
I was born before January 1, 1987		I have children and I provide more than half of their support	I am currently or I was an emancipated minor
I am married		Since I turned age 13, both of my parents were deceased	I am currently or I was in legal guardianship
Working on master's or doctorate program in the 2011-12 year		I was in foster care since turning age 13	I am homeless or I am at risk of being homeless
I am serving on active duty in the US Armed Forces		I have dependents (other than children or my spouse) who live with me and I provide more than half of their support	

If you checked any of the above, please confirm you are using the Independent Verification form

SECTION B

B1: Family Information See Instruction Page, Section B	Full Name	Age	Relationship	College Attending

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Last Name

First Name

Harding ID

SECTION C

Student Tax Form & Income Information See Instruction Page Section C		C2:Student Marital Status		C3:Student Filing Status	
C1: Student Tax Form Status	Select One	Unmarried-Single/ Divorced/ Widowed		Single	
Signed 2010 tax returns included and attached				Head of Household	
Signed 2010 tax returns will be submitted to Financial Aid office by ____/____/____		Married		Married/ Jointly	
You will not file and are not required to file a 2010 tax return		Separated		Married/ Separately	
		Qualifying Widow		Qualifying Widow	

C4: Untaxed Student Income	Source (Income NOT filed on return OR untaxed income)	Amount
ex: Summer Job	Name of Employer:	

SECTION D

Spouse Tax Form & Income Information See Instruction Page Section D		D2:Spouse Marital Status		D3:Spouse Filing Status	
D1: Spouse Tax Form Status	Select One	Unmarried-Single/ Divorced/ Widowed		Single	
Signed 2010 tax returns included and attached				Head of Household	
Signed 2010 tax returns will be submitted to Financial Aid office by ____/____/____		Married		Married/ Jointly	
You will not file and are not required to file a 2010 tax return		Separated		Married/ Separately	
		Qualifying Widow		Qualifying Widow	

D4: Untaxed Spouse Income	Source(Income NOT filed on return OR untaxed income)	Amount
ex: Child Support	Source of Payments:	

SECTION E

Signatures	<i>By signing this worksheet I (we) certify the information reported is complete and correct. WARNING: Purposely false or misleading information can result in fine, jail sentence, or both.</i>
Date	Signature Student
Date	Signature Spouse (if applicable)

VER WKS

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Last Name

First Name

Harding ID

2011-12 INDEPENDENT VERIFICATION WORKSHEET INSTRUCTIONS

INTRODUCTION

Your FAFSA application was selected for review in a process called Verification. In this process, we (Harding University) will be comparing information from your application with signed copies of your and your spouse's (if applicable) 2010 Federal tax forms. If you or your spouse (if applicable) did not file taxes for 2010, you will need to provide W-2 forms or other income forms for the person who did not file. If you provide actual 1040 Federal tax forms, you are not required to turn in any other form, including state tax forms or W-2s.

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 forms we may need to make and report corrections.

Complete this verification form and submit it to the financial aid office as soon as possible, so that your financial aid will not be delayed.

If you prefer not to supply this information, a private educational loan can be requested. For more information on applying for these loans, or any further questions, please visit www.harding.edu/finaid or contact our office for additional information.

WHAT YOU NEED TO DO

1. Determine status according to questions in Section A2 only, not by your own determination.
2. Collect your and your spouse's (if applicable) financial documents, according to the status determination in Section A2 and the instructions in the introduction above.
3. Complete and sign the worksheet- you and your spouse (if applicable).
4. Submit the completed worksheet, tax forms, and any other requested forms to the financial aid office.
5. Your financial aid administrator will compare information on this worksheet and any supporting documents with the information you submitted on your application. We may need to make and report corrections.
6. Contact the financial aid office if you have questions about completing this worksheet.

SECTION A

A1: Please fill all sections of the student information, including all phone numbers to best reach you if there are questions about your information.

A2: Check all that apply to determine whether you are dependent or independent status. If you check any of the questions, please confirm you are using the Independent Verification form. Independent students will use only personal and spouse's (if applicable) information. Dependent students will use parent's and personal information.

SECTION B

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

SECTIONS C & D

Tax returns include the 2010 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If you or your spouse (if applicable) did not keep a copy of the tax return, request a copy of the 1040 form from the tax preparer or request an Internal Revenue Service tax transcript form. You may contact the IRS at (800) 829-1040 and request a transcript. Tax transcripts must be signed.

If you or your spouse (if applicable) did not file and are not required to file a 2010 Federal income tax return, list all employers for you and your spouse (if applicable) and any income received for 2010 in Income Received Section C4/D4 (use the W-2 form or other earnings statements if available). If you are not married you are not required to fill out Section D.

Sections C4/D4: Only fill out Section(s) C4/D4 if you or your spouse (if applicable) checked that you did not file and were not required to file a Federal income tax return or if you have untaxed income sources (ex. child support, workman's comp, IRA deductions, etc.) Use W-2 form or other documentation of any income received.

SECTION E

Student signatures must be present on the verification form (spouse optional). Signatures are also required on student's tax form and spouse's tax form if spouse filed separately. Faxed copies of signatures are acceptable.