

# 2009-2010 Institutional Scholarship and Grant Verification Form

A review of your Student Aid Report (SAR) indicates you provided parents' information and you want to be considered for Institutional Scholarships and Grant. We will need to verify the information you provided on your SAR with signed copies of your and your parents' 2007 Federal Tax return, and W-2's.

Our office will review the information provided, should there be a discrepancy in your information, we will file a correction before your information can be processed. Once the correction has been received we will continue processing your information based on the receipt of your corrected information.

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**A. Student/Parent Information**

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Student's	Last Name	First Name	MI	Student ID #
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Parent's	Last Name	First Name	MI	
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**B. Family Information**

List the people in your parents' household include:

- Yourself and your parents' (including stepparent) even if you don't live with your parents and
- Your parents' other children even if they don't live with your parents', if (a) your parents will provide more than half of their support from July 1, 2009 through June 30, 2010, or (b) the children would be required to provide parental information when applying for Federal Student Aid, and
- Other people if they now live with your parents', and your parents' provide more than half of their support and will continue to provide more than half of their support from July 1, 2009 through June 30, 2010.

Write the names of all household members in the spaces below. Also write in the name of the college for any household member, excluding your parents', who will be attending college at least half time between July 1, 2009 and June 30, 2010, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

FULL NAME	AGE	RELATIONSHIP	COLLEGE


**C. Student's Tax Forms and Income Information (all applicants)**

1. Select only one box below. Tax returns include the 2008 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If you did not keep a copy of your tax return, request a copy from your tax preparer or request an IRS form that lists tax account information.

- Select here if you are attaching a signed copy of your tax return
- Select here if a signed tax return will be submitted to the school by \_\_\_\_\_ date
- Select here if you will not file and are not required to file a 2008 U.S. Income Tax Return.

2. Funds received for child support and other untaxed income. (See worksheets A&B of the Free Application for Federal Student aid-FAFSA)

Sources of Untaxed Income	2008 Amount	Sources of Untaxed Income	2008 Amount
a. Child Support	\$	d.	\$
b. Social Security (non-taxed)	\$	e.	\$
c. Welfare including (TANF)	\$	f.	\$

3. If you did not file and are not required to file a 2008 Federal Income Tax Return, list below your employer(s) and any income received in 2008 (use the W-2 form or other earnings statement if available).

Sources	2008 Amount
	\$
	\$
	\$

**D. Parents' Tax Forms and Income Information**

1. Select only one box below. Tax returns include the 2008 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If your parents' did not keep a copy of their tax return, request a copy from the tax preparer or request an IRS form that lists tax account information.

- Select here if you are attaching a signed copy of your parents' tax return
- Select here if a signed tax return will be submitted to the school by \_\_\_\_\_ date
- Select here if your parent's will not file and are not required to file a 2008 U.S. Income Tax Return.

2. Funds received for child support and other untaxed income. (See worksheets A&B of the Free Application for Federal Student aid-FAFSA)

Sources of Untaxed Income	2008 Amount	Sources of Untaxed Income	2008 Amount
a. Child Support	\$	d.	\$
b. Social Security (non-taxed)	\$	e.	\$
c. Welfare including (TANF)	\$	f.	\$

3. If your parents' did not file and are not required to file a 2008 Federal Income Tax Return, list below your parents' employer(s) and any income received in 2008 (use the W-2 form or other earnings statement if available).

Sources	2008 Amount
	\$
	\$
	\$

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**E. Sign this Worksheet**

By signing this worksheet, we certify that all the information reported on it is complete and correct. 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 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parents' Signature

\_\_\_\_\_  
Date

**DO NOT MAIL THIS VERIFICATION FORM TO THE DEPARTMENT OF EDUCATION. SUBMIT IT TO THE:**

OFFICE OF ENROLLMENT SERVICES  
301 University Boulevard  
Jamail Student Ctr 2.110  
Galveston, TX 77555-1305  
PHONE: 409-772-1214  
FAX: 409-772-4466