

## VERIFICATION SUBMISSION CHECKLIST

*We are providing this Checklist to assist you with the verification process. After you complete the Verification Worksheet, we recommend you use this checklist to make sure you have included all required information and documents before mailing them to the Financial Aid Office.*

Your FAFSA is selected for Federal Verification. UC Davis is required by federal regulations to request additional documents (e.g., tax returns, Verification Worksheet) to verify the information on your FAFSA. Not all the information required to be verified can be found on the tax return forms, thus the need for the Verification Worksheet. **The deadline to submit verification documents is July 15, 2009.**

We cannot disburse financial aid until all verification documentation requirements are satisfied (see “action required” in MyAwards). Incomplete files cannot be processed; this includes missing or illegible documents, missing information, missing signatures and information left blank. You will not be able to accept any offered Financial Aid until after verification is completed. Unsatisfied requirements and late or missing documents may affect the types and amounts of aid offered, and will delay disbursement or result in the cancellation of funds.

### VERIFICATION WORKSHEET:

- Did I write my complete mailing address?
- Did I fully complete the Family Information section? Do I need an extra sheet of paper to ensure I’ve listed all in my household?
- Did I check for any blanks or “ – “, which are unacceptable?
- Does the Verification Worksheet have the required signatures?

### STUDENT TAX RETURN:

- Did I sign my tax return?
- Did I include all schedules, forms, and statements?

### PARENT TAX RETURN:

- Did parent(s) sign their tax return?
- Did I include all schedules, forms, and statements?

### IF FILING AN EXTENSION:

- Did I submit my/parent(s) IRS Form 4868?
- Did I submit the Tax Extension Filer’s Worksheet?
- Is the Tax Extension Filer’s Worksheet signed?
- Did I attach my/parent(s) W-2’s?

### **ALSO:**

- Was your student ID number written on the right-hand corner of each document?
- If faxing, did the back page of double-sided documents get faxed?
- If mailing, is the envelope addressed to:

FINANCIAL AID OFFICE  
UNDERGRADUATE UNIT  
UNIVERSITY OF CALIFORNIA  
ONE SHIELDS AVENUE  
DAVIS, CA 95616-8596

Financial Aid Office  
 One Shields Avenue  
 (530) 752-2390  
 FAX: (530) 752-2208

University of California  
 Davis, CA 95616-8596  
 financialaid.ucdavis.edu

**2009-2010 VERIFICATION WORKSHEET**  
**(Do not use this form to verify 2008-2009 FAFSA Information)**

Federal regulations require that we verify your information; your aid cannot be released until we have received your documents and verified your eligibility. Return this form along with the 2008 Federal Income Tax Return 1040s (include all Schedules, forms, and statements) to the Financial Aid Office. *Please print clearly in blue or black ink. Do not leave any blanks; incomplete documents will be returned to you and delay the verification process.*

**A. STUDENT INFORMATION (PLEASE PRINT)**

Name	UC Davis e-mail
*Address (include apt. #)                      City                      State                      ZIP Code	Student I.D. #
	Telephone

Living arrangements during the 2009-2010 academic school year (check one):  
 Residence Hall                       Living Off Campus                       Living With Parents/Relatives

*\* If this is a new address, update on SISweb or with the Office of the Registrar.*

**B. FAMILY INFORMATION** If you were required to provide parental information on the FAFSA, you must complete all parent information and please refer to section B-1. *If you were not required to provide parental information, please refer to section B-2. Please attach a separate sheet if necessary.*

**B-1.** In the table below, please include yourself, your parent(s), your siblings and other dependents (only if your parents will provide more than half of their support from 7/1/09 through 6/30/10).

**B-2.** In the table below, please include yourself, your spouse (if married), your children and other dependents (only if you will provide more than half of their support from 7/1/09 through 6/30/10).

FULL NAME	DATE OF BIRTH (MONTH/DAY/YEAR)	RELATIONSHIP	NAME OF COLLEGE (If enrolled in a degree or certification program during 2009-2010. If your sibling is enrolled at UC Davis, provide their UC Davis student I.D.)
		Self	UC Davis

**C. 2008 FEDERAL INCOME TAX RETURNS (PLEASE DO NOT SUBMIT STATE TAX RETURNS) STUDENT TAX FORMS AND 2008 INCOME INFORMATION**

CHECK ONLY ONE BELOW. Do not leave blanks; if none please enter N/A or Zero.

<input type="checkbox"/> Check here if you are attaching a <b>signed copy</b> of your 2008 Federal Tax Return or Foreign Income Tax Return converted to U.S. dollars.  <input type="checkbox"/> Check here if you <b>WILL NOT</b> file and are not required to file a 2008 Federal Tax Return. *If you are not sure, please visit <a href="http://www.irs.gov/individuals/students/index.html">http://www.irs.gov/individuals/students/index.html</a>  <input type="checkbox"/> Check here if you have filed an <b>extension</b> and you are submitting the UC Davis Tax Extension Worksheet and IRS Form 4868.	If you did not file and are not required to file a 2008 Federal income tax return, please list your employer(s) below and any income received in 2008. <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width:60%">Source(s)</th> <th style="width:40%">2008 Income</th> </tr> </thead> <tbody> <tr> <td> </td> <td align="center">\$</td> </tr> <tr> <td> </td> <td align="center">\$</td> </tr> <tr> <td> </td> <td align="center">\$</td> </tr> <tr> <td> </td> <td align="center">\$</td> </tr> </tbody> </table>	Source(s)	2008 Income		\$		\$		\$		\$
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**PARENT(S)/ SPOUSE (IF STUDENT IS MARRIED) TAX FORMS AND 2008 INCOME INFORMATION**

CHECK ONLY ONE BELOW. Do not leave blanks; if none please enter N/A or Zero.

<input type="checkbox"/> Check here if you are attaching a <b>signed copy</b> of your 2008 Federal Tax Return or Foreign Income Tax Return converted to U.S. dollars.  <input type="checkbox"/> Check here if you <b>WILL NOT</b> file and are not required to file a 2008 Federal Tax Return. *If you are not sure, please visit <a href="http://www.irs.gov/individuals/students/index.html">http://www.irs.gov/individuals/students/index.html</a>  <input type="checkbox"/> Check here if you have filed an <b>extension</b> and you are submitting the UC Davis Tax Extension Worksheet and IRS Form 4868.	If you did not file and are not required to file a 2008 Federal income tax return, please list your employer(s) below and any income received in 2008. <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width:60%">Source(s)</th> <th style="width:40%">2008 Income</th> </tr> </thead> <tbody> <tr> <td> </td> <td align="center">\$</td> </tr> <tr> <td> </td> <td align="center">\$</td> </tr> <tr> <td> </td> <td align="center">\$</td> </tr> <tr> <td> </td> <td align="center">\$</td> </tr> </tbody> </table>	Source(s)	2008 Income		\$		\$		\$		\$
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Student I.D.: \_\_\_\_\_

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**DO NOT LEAVE ANY QUESTIONS BLANK: If a question does not apply to your situation, write \$0.**

**PROVIDE YEARLY AMOUNTS FOR 2008**

PARENT(S)	D. ASSET INFORMATION as of your FAFSA filing date	STUDENT/SPOUSE
\$	Cash, savings, and checking accounts. <i>(Do not include student financial aid)</i>	\$
\$	Other Assets <i>(i.e., trust funds, stocks, money market accounts, other securities, etc.)</i> .	\$
\$	Net Value of real estate <i>other than primary residence</i> (value – debt = net value).	\$
\$	Net Value of Current Business (if there are less than 100 employees, enter \$0) or Partnership. If partnership, list only your % of value (value – debt = net value) and provide a copy of your Federal Schedule K-1.	\$
\$	Net Value of Farm (value – debt = net value)	\$
PARENT(S)	E. 2008 ADDITIONAL FINANCIAL INFORMATION	STUDENT/SPOUSE
\$	Child support paid because of divorce or separation. Do not include support for children in your (or your parents') household, listed on front page, Section B.	\$
\$	Taxable earnings from Federal Work-Study or other need-based work programs.	\$
\$	Grant and scholarship aid reported to the IRS in the adjusted gross income. Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships.	\$
\$	Combat pay or special combat pay. Only enter the amount that was taxable and included in the adjusted gross income. Do not enter untaxed combat pay reported on the 2008 W-2 (Box 12, Code Q).	\$
PARENT(S)	F. 2008 UNTAXED INCOME	STUDENT/SPOUSE
\$	Payments to tax-deferred pension and savings plan (paid directly or withheld from earnings), including, but not limited to, amounts reported on the 2008 W-2 forms in Boxes 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. Do not include foster care or adoption payments.	\$
\$	Housing, food, and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits).	\$
\$	Veteran's non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$
\$	Other untaxed income not reported, such as workers' compensation, disability, etc. <b>Do not include</b> student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$
\$ XXXXXXXXXXXX	Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form.	\$

**G. SIGNATURES** If you are a dependent student, one parent must sign. If you are an independent, married student your spouse must sign.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/ Spouse signature: \_\_\_\_\_ Date: \_\_\_\_\_

I/we certify that all information reported on and submitted with this form is complete and correct to the best of my/ our knowledge. I/we understand that if I/we purposely give false or misleading information to qualify for financial aid I/we may be subject to prosecution which may result in a fine, a prison sentence, or both.