

Dear Parent:

We are glad your son or daughter has chosen Portland State University. As part of the calculation for financial aid, your dependent student has been selected for a process called verification. In this process, we will compare the information provided on your 2010 Federal tax forms with the information provided on the 2011-2012 FAFSA.

Verification insures that students receive the right types and amounts of federal and state aid. Students can be selected for verification either because information on their application appears to have errors, or because conflicting information needs to be resolved. Once a student has been selected for verification, the requested materials must be submitted before aid can be awarded or disbursed.

If any items have to be corrected, our office will send corrections to the federal processor electronically. Your dependent student will receive a new, non-correctable Student Aid Report (SAR) Information Acknowledgement, which allows your dependent student to see the changes made and any resulting changes to the estimated family contribution (EFC). If you have questions, please call the Office of Student Financial Aid at (503) 725-3461 or email [askfa@pdx.edu](mailto:askfa@pdx.edu).

**The parents who completed the FAFSA are the parents who must complete this form and provide needed documents.**

**Mail, fax or deliver the following documents to the Office of Student Financial Aid.**

- \* Complete Parent Verification Worksheet (sections A-H)
- \* Parents 2010 **signed and dated** Federal Income Tax Return or signed copy of IRS tax return transcript (provide spouse's return or tax return transcript, if married but filing separately)
- \* Other documents explicitly requested as part of this form

**Make certain:**

- \* All forms are **signed and dated**
- \* The student's name and PSU student ID are clearly labeled on each page
- \* All sections are complete. (Put N/A or "0" if it does not apply)
- \* All materials are sent/delivered together

**\*\*\*Please Note: If any section of this form is left blank, it will be considered incomplete and will delay the awarding process and disbursement of aid. Please use "N/A" or "zero (0)" for questions that do not apply.\*\*\***

## A. Student Information

(Please Print)	Student Last Name	Student First Name	Student M.I.	PSU Student ID Number
Student Address (include apartment number)				Student Date of Birth
City	State	Zip Code	_( ) Student Phone Number (include area code)	

## B. Family Information

- List the student, even if the student does not live with the parents.
- **List the parents who completed the financial aid application (FAFSA).** If the parent who completed the FAFSA has re-married, include the step-parent.
- List the parent’s and step-parent’s other children, even if they don’t live with the parent, if **(a)** the parent will provide more than half of their support from July 1, 2011 through June 30, 2012 and/or **(b)** the children would be required to provide parental information when applying for federal student aid.
- List other people if they now live with the parent, and the parent provides 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 in the name of the college for any household member who will be attending at least half-time between July 1, 2011 and July 30, 2012 and will be enrolled in a degree, diploma or certificate program. **DO NOT LIST A COLLEGE FOR ANY PARENTS.** If you need more space, add another page.

Full Name	Age	Relationship to Student	College (if applicable)
		Student	Portland State University

## C. Parents Federal Tax Forms and Other Income Information

1. Tax returns include the 2010 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If you (the parents) are married, but filed separately, attach copies of both tax returns. If you did not keep a copy of your tax return, request a copy from your tax preparer or request a **“tax return transcript”** from the Internal Revenue Service. The IRS can be contacted at (800) 829-1040. Please note that an “account transcript” is different from a “tax return transcript” and is NOT acceptable documentation.
  - Check here and attach: **SIGNED** tax return(s). If you e-filed, please sign the copy you submit.
  - Check here and complete: **SIGNED** tax return(s) will be submitted to the school by \_\_\_\_\_ (date).
  - Check here if you (the parents) will not file and are not required to file a 2010 Federal Income Tax Return. If you are not required to file, please answer the questions in sections 2, 3, and 4.

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

**C. Parents Federal Tax Forms and Other Income Information (continued)**

2. Other Sources of support.

Other Sources	Check all that apply	Other Sources	Check all that apply
a. Financial Aid		e. Subsidized Housing	
b. Food Stamps		f. Supplemental Security Income	
c. Free or Reduced Lunch		g. TANF	
d. Social Security (non-taxed)		h. WIC	

3. If you (the parents) did not file and are not required to file, a 2010 Federal Income Tax Return, list below your employer(s) and any income received in 2010 (refer to your W-2 form(s) or other earning statements such as a 1099 form). If you (the parents) need more space, please attach additional pages.

Sources	2010 Amount
	\$ _____
	\$ _____
	\$ _____

4. If none of the above applies, please explain how you (the parents) met basic living expenses during 2010 attach a separate page if necessary):

**D. Parents 2010 Additional Financial Information**

FAFSA Question 91. a-f

**Education credits**

(Hope & Lifetime Learning tax credits) IRS Form 1040 – line 49; Form 1040A – line 31

\$ \_\_\_\_\_

**Child support you (the parents) paid because of divorce or separation or as a result of a legal requirement.**

Don't include support for children included in your household in Section B

Name	Age	Amount paid in 2010
a.		\$ _____
b.		\$ _____
c.		\$ _____

\$ \_\_\_\_\_

**Taxable earnings from need-based employment**

such as Federal Work-Study or need-based fellowships and assistantships

\$ \_\_\_\_\_

**Student grant & scholarship aid reported to IRS** in your (the parents) 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 your (the parents) adjusted gross income. Do not enter untaxed combat pay reported on the W-2 (Box 12, Code Q)

\$ \_\_\_\_\_

**Earning from work under a cooperative education program offered by a college**

\$ \_\_\_\_\_

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

<b>E. Parents 2010 Untaxed Income</b>	
FAFSA Question 92. a-i	
<b>Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings)</b> including, but not limited to, amounts reported on the W-2 boxes 12a through 12d, codes D, E, F, G, H and S	\$ _____
<b>IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans</b> from IRS Form 1040 – total of lines 28+32; Form 1040A – line 17	\$ _____
<b>Child support received</b> for all children included in household size in Section B. Do not include foster care or adoption payments.	\$ _____
<b>Tax exempt interest income</b> IRS Form 1040 – line 8b; Form 1040A – line 8b	\$ _____
<b>Untaxed portion of IRA distributions <i>exclude rollovers</i></b> IRS Form 1040 – (line 15a minus 15b); Form 1040A – (line 11a minus 11b). If negative, enter a zero.	\$ _____
<b>Untaxed portion of pensions <i>exclude rollovers</i></b> IRS Form 1040 – (line 16a minus 16b); Form 1040A – (line 12a minus 12b). If negative, enter a zero.	\$ _____
<b>Housing, food, other living allowance paid to members of the military, clergy and others</b> Including cash payments & cash value of benefits. Do not include the value of on-base military housing or the value of basic military allowance for housing.	\$ _____
<b>Veterans noneducational benefits</b> such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$ _____
<b>Other untaxed income not reported</b> such as workers' compensation, disability, etc. <b>Don't 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, on-base military housing allowance, combat pay (if you ( the parents) are not tax filers), benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$ _____

<b>F. Parents Business Value</b>
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**Do you (the parents) own a business that employs more than 100 full-time or full-time equivalent employees?**

**Yes** (complete Section F.1)

**No** (skip to Section G)

<b>F.1 Parents Business Value Only complete if you answered Yes to section F</b>
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We need to know the value of the business **as of the date the FAFSA was completed**. If your spouse is self-employed or is the business owner, the value must be reported.

**LIST THE VALUE AND DEBT OF THE BUSINESS,  
NOT THE INCOME OR LOSS FROM THE TAX RETURN**

If you need more space, please attach additional pages.

Name of Business	Fair Market Value, as of the date the FAFSA was filed	Debt secured by the Business, as of the date the FAFSA filed	Net Worth (value minus debt)

'Fair Market value' includes the value of land, buildings, machinery, equipment, inventory, etc.

'Debt Secured by the Business' includes only those debts for which the business was used as collateral.

Do not report the value of the home you live in. However, if you use a portion of your home for business, you must report the value of the percentage of the home that is used for business. That is, if 10% of your home is used for business, you must report 10% of the value and 10% of the debt for your home.

If there is zero net worth, or a negative worth, attach a written statement explaining why. If sold *prior* to the application date, provide the date of sale here: \_\_\_\_\_

**Please attach a copy of IRS Tax Schedule C or C-EZ to this form.**

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

## G. Parents Investment Value

We need to know the value of your investments **as of the date the FAFSA was completed**. Investments include (but are not limited to)

- |  |   |
|--|---|
| 529 college savings plans                                      | mutual funds                              |
| bonds or other securities                                      | Partnership or S-Corp                     |
| certificates of deposit  | refund value of 529 prepaid tuition plans |
| commodities  | rental property or second home            |
| Coverdell savings accounts                                     | stock options                             |
| installment and land sale contracts (including mortgages held) | stocks                                    |
| money market funds   | trust funds **                            |

\*\* The principal value of a trust must be reported even if access to the trust is restricted. If the trust has beneficiaries in addition to the parents, report only your (the parents) share of the value of the trust. The trust officer can help determine the value of the trust.

Do not report the value of the home you (the parents) live in, life insurance, retirement plans (401[k] plans, pension funds, annuities, non-education IRAs, Keogh Plans).

**Do not report the value of the home you (the parents) live in.** However, if you rent out a portion of your home, you must report the value of the percentage of the home that is rented. That is, if 10% of your (the parents) home is rented out, you must report 10% of the value and 10% of the debt for your home.

**LIST THE VALUE AND DEBT OF THE INVESTMENT,  
NOT THE INCOME OR LOSS FROM THE TAX RETURN**

**If your 2010 1040 tax form had positive or negative income reported on line 17, then you must complete this section**  
If you need more space, please attach additional pages.

Type of Investment (such as 'rental property' or 'stocks')	Fair Market Value, as of the date the FAFSA was filed	Debt secured by the Investment, as of the date the FAFSA filed	Net Worth (value minus debt)

If there is zero net worth, or a negative worth, attach a written statement explaining why. If sold *prior* to the FAFSA application date, provide the date of sale here: \_\_\_\_\_.

**Total balance of parent(s) cash, savings and checking accounts the date the FAFSA was filed: \$** \_\_\_\_\_

**Please attach a copy of IRS Tax Schedule B and Schedule E if any income or loss is reported on line 17 of your Federal Tax Return. Also, please attach a copy of the IRS K-1 (Form 1065) if applicable.**

## H. Signatures

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

\_\_\_\_\_  
Parent Date

**Portland State University**  
**Office of Financial Aid**  
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FAX: (503) 725-5965  
Email: askfa@pdx.edu