



בית המדרש לתורה
Hebrew Theological College
 7135 North Carpenter Road
 Skokie, Illinois 60077
 Phone: (847) 982-2500 Fax: (847) 674-6381
 www.htc.edu

Dear Student:

The government has selected your financial aid application for review in a process called Verification. This process requires you to fill out the enclosed **Verification Worksheet** and return it to our financial aid office. In addition, please send copies of your **2009 W-2 forms** and signed 2009 tax returns (student's and parents') if you have not already done so. **Due to government regulations, aid will not be awarded until we have completed this process.**

The following helpful hints will assist you in completing the Verification Worksheet:

Section B: (Family Information)

- Check appropriate box indicating dependency status;
- If you are a dependent, make sure to **include your parents when listing members of the household**;
- In the "college" column, list yeshivos as well, but do not list elementary or high school information; and
- Please list the OFFICIAL college name for each student attending college or post high school yeshiva.

Section C: (Tax/Income Information)

Part 1:

Identify all tax filers by checking the appropriate boxes. Please forward each filer's tax return and W-2. If already submitted, just check the boxes;

Part 2:

Identify earnings for student/spouse/parents who **will not be filing** a tax return;

Part 3:

- Complete information on untaxed income for student AND parent (if student is a dependent); if the answer is zero please indicate so, but do not leave any blanks.
- ALL untaxed income must be reported; the **most common** examples are:
 - Payments to tax-deferred **pension plans**; and
 - **Parsonage** income (a housing allowance for Rabbis that is exempt from tax)

If corrections need to be made to information you originally submitted on your FAFSA, please make them on the FAFSA website, your Student Aid Report (SAR) or contact our office. If any changes will impact your aid award we will contact you by phone and/or mail. If you have any further questions regarding this process, please don't hesitate to contact me at (847) 982-2500 or by email at stern@htc.edu.

Sincerely,

Mrs. Elyse Stern
 Financial Aid Officer