



Verification Checklist



Print or download this form for easy reference.

Determine the forms you must submit

1. Log into your WarriorWeb account at <https://warriorweb.lcsc.edu/>
2. Select “Applicants” or “Students”
3. Under Communication select “[My Documents](#)”
4. Below is a list of all the possible required documentation. Mark **ONLY** the items from “[My Documents](#)” which have a status of *Blank* or *Incomplete*.

- | | |
|---|---|
| <input type="checkbox"/> Dependent Verification Worksheet | <input type="checkbox"/> Independent Verification Worksheet |
| <input type="checkbox"/> Parent’s 2010 Federal Tax Return | <input type="checkbox"/> Student’s 2010 Federal Tax Return |
| <input type="checkbox"/> Parent’s 2010 W-2(s) | <input type="checkbox"/> Student’s 2010 W-2(s) |
| <input type="checkbox"/> Income and Resources Form | <input type="checkbox"/> Spouse’s W-2(s) |

5. Follow the instructions below for each item you marked above.

2011-12 Dependent or Independent Verification Worksheets

Go to <http://www.lcsc.edu/financialaid/forms.htm> and download the appropriate Verification Worksheet. Complete and sign the form. Dependent Verification Worksheets must include the signature of at least one parent.

Parent’s 2010 Federal Tax Return & Parent’s 2010 W-2(s)

- If your parent(s) filed a 2010 Federal tax Return, provide a signed copy of pages 1 & 2.
- If one or both of your parents worked in 2010 you must provide a W-2 for each job your parent held. W-2s must be provided for all income reflected in Line 7.
- If your parents did not file and are not required to file, there is a box to check on Page 2 of your Verification Worksheet which indicates you will not supply a Federal Tax Return. You must still supply W-2 forms.

Student’s 2010 Federal Tax Return & Student’s 2010 W-2(s)

- If you filed a 2010 Federal tax Return, provide a signed copy of pages 1 & 2.
- If you worked in 2010 you must provide a W-2 for each job you held. W-2s must be provided for all income reflected in Line 7.
- If you did not file and are not required to file, there is a box to check on Page 2 of your Verification Worksheet which indicates you will not supply a Federal Tax Return. You must still supply W-2 forms.

Spouse’s 2010 W-2(s)

- If you filed your FAFSA as married and your spouse worked in 2010 you must provide a W-2 for each job your spouse held, even if you are now separated.

Income and Resources Form (Independent Students ONLY)

Go to <http://www.lcsc.edu/financialaid/forms.htm> and download the Income and Resources Form. Complete and sign the form.

Submit documentation to the Financial Aid Office, Reid Centennial Hall, Room 208. Our mailing address is Lewis-Clark State College, Financial Aid Office, 500 8th Ave, Lewiston, ID 83501. Fax to 208-792-2063. Call 208-792-2224 or 800-933-5272 with questions or concerns.