

Concordia University

2018-2019 Verification Worksheet 1

Your Free Application for Federal Student Aid (FAFSA) was selected for a review process called “verification.” In this process the Financial Aid Office will compare information you entered on your FAFSA with the information you submitted on this form. Please complete verification within two weeks of receiving the notification that you have been selected for verification. *Your financial aid will not be determined until all verification requirements are completed.* Failure to return the requested documentation before the end of your term of enrollment will result in cancellation of your aid.

What to do:

1. Complete sections 1- 4. Make sure to read all instructions as errors can delay the processing of your financial aid. **Leaving questions unanswered WILL result in an incomplete and returned form.** You may need to answer “0” or “N/A” for some questions.
2. Submit all documents requested in section 3 as well as the completed verification worksheet to the Concordia University Financial Aid Office.

Section 1. Student Information

Name: _____ Student ID Number: F00 _____
 Address: _____ Date of Birth: _____
 City, State, Zip: _____ Phone Number: _____

Section 2. Family Information

Write the names of all family members who currently receive more than 50% of their support from either you or your parents. **Dependent** students should list their **parents** and their parents’ other *dependent* children. **Independent** students should list their spouse and their *dependent* children. If you need more space please attach a separate page. This also includes other persons who are supported at least 50% and live in the household. Please write in the name of the college for any family member, **excluding your parent(s)**, who will be attending college at least half-time between July 1, 2018 and June 30, 2019, and will be enrolled in a degree or certificate program.

Full Name	Age	Relationship	College
		Self	Concordia University

Section 3. Tax Forms and Income Information: Student

STUDENT:

- Yes**, I did file a 2016 Federal Tax Return and utilized the IRS Data Retrieval Tool on my FAFSA. *If yes, continue section 3.*
- OR**
- Yes**, I did file a 2016 Federal Tax Return and will submit a signed copy of my 2016 Federal 1040 Form.
- No**, I did not file a 2016 Federal Tax Return.
 → I have not filed and am not required to file a 2016 income tax return. *If no, please remain in Section 3 and continue reviewing the information directly below.*

BOTH Dependent and Independent Students:

- Please submit all 2016 W-2 forms and other earning statements. If no W-2 provided, fill out the information requested below.
- Total income earned in 2016 \$ _____
 - Source: _____

ONLY Independent Students:

- Please submit a copy of your Verification of Non-filing Letter. Instructions on how to obtain can be found on www.cuw.edu

(Continued on next page) →

Student Name: _____ Student ID:F00 _____

Section 3. Tax Forms and Income Information: Parent

PARENT:

Yes, I/we did file a 2016 Federal Tax Return and utilized the IRS Data Retrieval Tool on my student’s FAFSA. *If yes, proceed to section 4.*

OR

Yes, I did file a 2016 Federal Tax Return and will submit a signed copy of my 2016 Federal 1040 Form.

No, neither parent filed a 2016 Federal Tax Return.

→ I have not filed and am not required to file a 2016 income tax return. *If no, please remain in Section 3 and continue reviewing the information directly below.*

ONLY Dependent Students’ Parents

→ Please submit all 2016 W-2 forms and other earning statements. If no W-2 provided, fill out the information requested below.

- Total income earned in 2016 \$ _____
- Source: _____

AND

→ Please submit a copy of your Verification of Non-filing Letter. Instructions on how to obtain can be found on www.cuw.edu

Section 4. Certification

By signing this worksheet, I (we) certify that all the information reported above is complete and true to the best of my (our) knowledge and belief.

Student’s Signature: _____ Date: _____

Parent’s Signature: _____ Date: _____
(Dependent Student’s only)