

# Concordia University

## 2023-2024 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.* If the requested documentation is not returned before the end of the term, you **WILL NOT** be eligible for Federal, State, or Institutional aid.

**What to do:**

1. Complete sections 1- 4. Make sure to read all instructions as errors will 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 step 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: 1) Themselves 2) Parent(s) 3) Parents’ other *dependent* children. This also includes other persons who are supported at least 50% and live in the household. If you need more space please attach a separate page. 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, 2023 and June 30, 2024, and will be enrolled in a degree, diploma, or certificate program. **Independent** students should list their spouse and their *dependent* children.

Full Name	Age	Relationship	College
		Self	Concordia University

**Section 3a. Tax Forms and Income Information: Student**

**STUDENT:**

- Yes**, I did file a 2021 Federal Tax Return and utilized the IRS Data Retrieval Tool on my FAFSA. *If yes, continue with section 3b.*
- OR**
- Yes**, I did file a 2021 Federal Tax Return. I will submit a **signed** 2021 IRS Tax Return Transcript(s) OR a **signed** copy of the 2021 Federal Income Tax Return and applicable schedules.
- No**, I did not file a 2021 Federal Tax Return. (Continue below.)

**ALL** Students:

- Total income earned in 2021 \$ \_\_\_\_\_ (If no income earned, please enter “0”)
- Source: \_\_\_\_\_

Please submit all **2021 W-2 forms and other earning statements**. If more space is needed, provide a separate page with the student’s name & ID at the top of the page.

**ONLY** Independent Students:

Provide the IRS Verification of Non-filing Letter dated on/after 10-1-2022. If you are unable to provide the IRS documentation, please submit the Verification of Non-filing Letter found on Concordia’s website.

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Student Name: \_\_\_\_\_ Student ID: F00 \_\_\_\_\_

**Section 3b. Tax Forms and Income Information: Parent**

**PARENT:**

**Yes**, I/we did file a 2021 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 2021 Federal Tax Return. I will submit a **signed** 2021 IRS Tax Return Transcript(s) OR a **signed** copy of the 2021 Federal Income Tax Return and applicable schedules.

**No**, neither parent filed a 2021 Federal Tax Return.

→ I have not filed and am not required to file a 2021 income tax return. *If no, please remain in Section 3 and continue reviewing the information directly below.*

**ONLY** Dependent Students’ Parents

○ Total income earned in 2021 \$ \_\_\_\_\_ (If no income earned, please enter “0”)

○ Source: \_\_\_\_\_

Please submit all **2021 W-2 forms and other earning statements**. If more space is needed, provide a separate page with the student’s name & ID at the top of the page.

**AND**

→ Provide the IRS Verification of Non-filing Letter dated on/after 10-1-2022. If you are unable to provide the IRS documentation, please submit the Verification of Non-filing Letter found on Concordia’s website.

**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. **(TYPED SIGNATURES WILL NOT BE ACCEPTED – WET SIGNATURES OR DIGITAL ONLY. YOU MAY USE ADOBE OR KOFAX AS THESE SIGNATURES WILL SHOW DATE AND TIME STAMP)**

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Dependent Student’s only)