

2023-2024 Verification Worksheet

Federal Student Aid Programs



Your FAFSA was selected for review in a process called Verification. You must complete this process to receive federal student financial aid. In this process, your school will be comparing information from your application with copies of your and your parent's 2021 signed federal tax return or tax transcripts and other financial documents.

Federal regulations require that tax information be obtained from the IRS either by choosing the IRS Data Retrieval Option on the FAFSA or by requesting a tax return transcript from the IRS and submitting it to our office or submitting a copy of your signed 2021 federal tax return.

What You Should Do:

- Collect your and your parent's financial documents.
- · Complete and sign this worksheet.
- Submit this completed worksheet, signed tax return or tax transcripts, and any other documents required by your school or by comment(s) on your Student Aid Report (SAR) to your financial aid administrator.
- Talk to your financial aid administrator if you have questions about completing this worksheet. If there are differences between your Student Aid Report (SAR) information and financial documents, your SAR may need to be corrected and reprocessed.

What the Law Says:

- Crown College has the right to ask you for this information before awarding federal aid.
- We must review the required information (under financial aid program rules, CFR Title 34, Part 668).

A. Student Information							
Last Name	First Name	M.I.	(Maiden)	Social Security Number			
Address (include apt. no.)				Date of Birth			
City	8	tate	Zip	Phone Number			

B. Family Information

- 1. List the people in your parent(s)' household, including:
 - yourself, and
 - your parent(s), including stepparents, even if you are not living with your parents, and
 - your parent(s), other children, even if they don't live with your parent(s), if **a)** your parent(s) will provide more than half of their support from July 1, 2023, through June 30, 2024, or **b)** the children would be required to provide parental information when applying for federal student aid, and
 - Other people if they now live with your parent(s), and your parent(s) provide more than half of their support and will continue to provide more than half of their support from July 1, 2023, through June 30, 2024.
- 2. Write the names of all household members in the space below. Also write in the name of the college for any household member (not including parents) 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. If you need more space, attach a separate page.

Full Name	Age	Relationship to Student	Name of College Attended in 2023-2024 Crown College	
WRITE YOUR NAME HERE		STUDENT		

C. Tax Forms and Other Information

Tax Filers: If you and your parents used the IRS Data Retrieval process when completing your FAFSA and did not make any changes to that information, a 2021 signed tax return or transcript is not necessary.

If you and your parents did not use the IRS Data Retrieval process and do not have a copy of your signed 2021 federal tax return, contact the IRS at www.irs.gov or call 1-800-908-9946 to obtain a 2021 tax return transcript.

Non-Tax Filers: If you or your parents did not file or are not required to file an IRS 1040 you must complete and submit the following:

- You and your parents must affirm below that you are not required to file an IRS 1040, list employers and amounts earned
- Submit a copy of 2021 W-2 forms from all employers and

	mit a 2021 IRS Verification of N 506-T from <u>www.irs.gov</u> , Check		er – visit <u>www.irs.gov,</u> click	on get your tax record and red	quest online or
Check all that ap	pply:				
☐ Student w	vas not required to file a 2021 ta	x return			
_	as not required to file a 2021 tax				
	low (only if the Student or Parer		e a 2021 tax return):		
Student's Employ	er(s)	Amount Earned In 2021	Parent's Employer(s)		Amount Earned In 2021
D. Sign this Wo	orksheet				
WARNING: If you p	urposely give false or mislead worksheet, I (we) certify that al				
Student Signature	Date		Parent(s) Signature	Date	
Crown College Student	TD Number				
Make sure you have:	Completed this worksheet Attached signed tax return or trans Signed this worksheet	scripts, W-2's as		Crown College Financial Aid Office 8700 College View Drive St. Bonifacius, MN 55375-9001 Fax: 952-446-4178 Email: finaid@crown.edu	ce