



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 spouse’s) 2023 signed federal tax return or tax transcripts and other financial documents.

**What you need to do:**

- Collect your (and your spouse’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.

**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	State	Zip		Phone Number

**B. Family Information**

List the people in your family, including:

- You, and your spouse if you are married
- Your children, if you will provide more than half of their support from July 1, 2025, through June 30, 2026, even if they do not live with you
- Other people if they now live with you, you provide more than half of their support and will continue to provide more than half of their support from July 1, 2025, through June 30, 2026.

Full Name	Age	Relationship to Student
WRITE YOUR NAME HERE		<b>STUDENT</b>

Attach an additional paper if necessary to include more family members.

## C. Tax Forms and Other Information

**Non-Tax Filers:** If you or your spouse did not file or are not required to file a 2023 income tax return with the IRS, you must provide the following:

- The sources and amount of earnings, other income, and resources that supported the individual for the 2023 tax year.
- Submit a copy of 2023 W-2 forms from all employers or equivalent documents.
- A signed and dated statement certifying you/they are not required to file a 2023 income tax return.

**Check all that apply:**

Student was not required to file a 2023 tax return.

Spouse was not required to file a 2023 tax return.

- List all employers below **only** if you or your spouse **DID NOT** file a 2023 tax return
- Also, if you or your spouse **DID NOT WORK** in 2023, please indicate below:

Student's Employer(s)	Amount Earned in 2023	Spouse's Employer(s)	Amount Earned in 2023

## D. Sign this Worksheet

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.** By signing this worksheet, I (we) certify that all the information reported to qualify for federal student aid is complete and correct.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Crown College Student ID Number

\_\_\_\_\_  
Spouse's Signature (optional)

\_\_\_\_\_  
Date

Make sure you have: **Completed this worksheet.**  
**Attached tax returns, transcripts, W-2s as needed.**  
**Signed this worksheet.**

Mail to: Crown College Financial Aid Office  
8700 College View Drive  
St. Bonifacius, MN 55375-9001

**OR**

Upload to: Financial Aid Student Portal in our.crown