

VERIFICATION WORKSHEET

Dependent 2023 - 2024

Office of Student Financial Assistance

Complete this verification form and submit it to our office immediately upon request from our office. Review your To-Do List in Cardinal Station and your Missing Information Letter for additional required documents. Contact our office with questions you may have.

All documentation necessary to complete verification **must be received at least two weeks prior to the end of the semester.** Verification documents submitted after this date may not be able to be processed in time to award aid for the term in question.

A. Student Information

Last Name First Name Middle Initial I.D.

B. Household Information

List the people in your parent(s)' household, including:

- Yourself and your parent(s) [including step-parents] even if you do not live with your parents, and
- Your parents' other children, even if they don't live with your parent(s), if (a) your parents will provide more than half 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 parents and your parents 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.

Also write in the name of the college for any household member, excluding your parent(s), who will be attending at least half time and will be enrolled in a degree, diploma, or certificate program between July 1, 2023 and June 30, 2024. If you need more space, attach a separate page with the student's name and ID number at the top of the page.

Full Name	Age	Relationship to student	College (at least half-time during 07/01/2023– 6/30/2024)
John Doe (example)	51 (ex)	Father (example)	ABC University (example)

C. Tax Information

Please review your CUA Missing Information Letter (MIL). If the letter requests either a student tax return or a parent tax return, **or both**, then check the response that applies below and attach all required documentation as indicated. (If you are using different documentation methods to verify tax information for the student and parent please check each box that applies.)

The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student/parent has not already used the tool, the parent should go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections", and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student/parent is eligible to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax information.

- The MIL letter does not request a tax return for either the student or parent(s).
 I have attached the requested tax return for both the student and parent(s).
 I have attached the requested student tax return.
 I have attached the requested parent tax return.
 I have filed a FAFSA correction to use the IRS Data Retrieval Process to update tax information for:
 Student Parent Both
 I cannot obtain a tax return; I have reviewed the section "Income Information for Tax Filers with Special Circumstances" at <https://financial-aid.catholic.edu/policies/verification.html> and have provided all the necessary alternate documentation.

Name (Student) _____

ID _____

D. Non Tax Filers ONLY (If you filed taxes skip to Section E)

Complete this section if the student and/or parent(s) will not file **and is not required** to file a 2021 income tax return with the IRS.

- The **student** was not employed and had no income from work in 2021.
- The **student** was employed in 2021 and has listed below the names of all the student's employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is attached. Attach copies of all 2021 IRS W-2 forms issued to the student. (If more space is needed, attach a separate page with student's name & ID at the top.)

Full Name	Employers Name	2021 Amt Earned	IRS W-2 Attached?
John Doe (example)	Auto Body Shop (example)	\$2000 (ex)	Yes (ex)

- Neither **parent** was employed and had no income from work in 2021.
- One or both **parent(s)** were employed in 2021 and has listed below the names of all the parent's employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is attached. Attach copies of all 2021 IRS W-2 forms issued to the parent(s). (If more space is needed, attach a separate page with student's name & ID at the top.)

Full Name	Employers Name	2021 Amt Earned	IRS W-2 Attached?
John Doe (example)	Auto Body Shop (example)	\$2000 (ex)	Yes (ex)

E. Sign this Worksheet

Each person signing this form certifies that all the information reported on it is complete and correct. The student and at least one parent (or the parent whose information is on the FAFSA) must sign and date this worksheet.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

Student _____ NOTE: Signature must be handwritten. Date _____
Computer fonts not acceptable.

Parent _____ NOTE: Signature must be handwritten. Date _____
Computer fonts not acceptable.

USE ONE OF THE FOLLOWING METHODS TO RETURN THIS FORM:

MAIL or IN-PERSON	FAX	EMAIL
CUA Student Financial Assistance Fr. O'Connell Hall, Suite M300 620 Michigan Avenue NE Washington, D.C. 20064	202-319-5573	cua-faforms@cua.edu