

VERIFICATION WORKSHEET

Independent 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. Family Information

List the people in your household, including:

- Yourself, and your spouse (if married), and
- Your children, if you provide more than half of their support from July 1, 2023 through June 30, 2022 even if they do not live with you, and;
- Other people if they now live with you and you 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 who will be attending at least half time 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)
Jane Doe (example)	25	Wife	ABC University

C. Tax Information

Please review your CUA Missing Information Letter (MIL). If the letter requests student tax return check the response that applies below and attach all required documentation as indicated.

The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the you have not already used the tool, you should go to FAFSA.gov, log in to the your FAFSA record, select "Make FAFSA Corrections", and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2020 IRS income tax information.

- _____ The letter does not request a return.
- _____ I have attached the requested tax return(s) for myself and spouse if married.
- _____ I have filed a FAFSA correction to use the IRS Data Retrieval Process to update my tax information.
- _____ 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 Return Filers ONLY (If you did file a tax return skip to Section E)

Complete this section if the you and/or spouse will not file and are not required to file a 2021 income tax return with the IRS.

- You (and, if married, your spouse) were not employed and had no income from work in 2021.
- You (and if married, the student's spouse) were employed in 2021 and have listed below the names of all 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 you (and, if married, to your spouse). If more space is needed, attach a separate page with student's name and ID at the top.

Full Name	Employer's Name	2021 Amt Earned	IRS W-2 Attached?

E. Sign this Worksheet

Each person signing this form certifies that all the information reported on it is complete and correct. The student must hand sign and date this worksheet. If married, the spouse's signature is optional.

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

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

Spouse NOTE: Signature must be handwritten.
(Optional) Computer fonts not acceptable. **Date**

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