

# Concordia University

## 2020-2021 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.* Failure to return the requested documentation before the end of your term of enrollment will result in cancellation of your aid.

**What to do:**

1. Complete sections 1- 4. Make sure to read all instructions as errors can 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 their **parents** and their parents’ other *dependent* children. **Independent** students should list their spouse and their *dependent* children. If you need more space please attach a separate page. This also includes other persons who are supported at least 50% and live in the household. 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, 2020 and June 30, 2021, and will be enrolled in a degree, diploma, or certificate program.

Full Name	Age	Relationship	College
		Self	Concordia University

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

**STUDENT:**

- Yes**, I did file a 2018 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 2018 Federal Tax Return and will submit a signed copy of my 2018 Federal 1040 Form.

- No**, I did not file a 2018 Federal Tax Return.  
 → I have not filed and am not required to file a 2018 income tax return. *If no, please remain in Section 3 and continue reviewing the information directly below.*

**BOTH** Dependent and Independent Students:

- Please submit all 2018 W-2 forms and other earning statements. If no W-2 provided, fill out the information requested below.
- Total income earned in 2018 \$ \_\_\_\_\_
  - Source: \_\_\_\_\_

**ONLY** Independent Students:

- Please submit a copy of your Verification of Non-filing Letter found on Concordia’s website,  
<https://www.cuw.edu/admissions/financial-aid/resources/verification-info.html>.

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

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

**PARENT:**

**Yes**, I/we did file a 2018 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 2018 Federal Tax Return and will submit a signed copy of my 2018 Federal 1040 Form.

**No**, neither parent filed a 2018 Federal Tax Return.

→ I have not filed and am not required to file a 2018 income tax return. *If no, please remain in Section 3 and continue reviewing the information directly below.*

**ONLY** Dependent Students’ Parents

→ Please submit all 2018 W-2 forms and other earning statements. If no W-2 provided, fill out the information requested below.

- Total income earned in 2018 \$ \_\_\_\_\_
- Source: \_\_\_\_\_

**AND**

→ Please submit a copy of your Verification of Non-filing Letter found on Concordia’s website, <https://www.cuw.edu/admissions/financial-aid/resources/verification-info.html>.

**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)