Concordia University

2025-2026 Verification Worksheet 5

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 submit 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.* If the requested documentation is not returned before the end of the term, you **WILL NOT** be eligible for Federal, State, or Institutional aid.

What to do:

1. Complete sections 1-3. 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. Make arrangements to sign the Verification Worksheet in front of a Concordia Financial Aid Administrator. This requires having an unexpired, valid, government-issued photo ID with you at the time of signing. **IF YOU ARE UNABLE TO APPEAR IN PERSON AT CONCORDIA UNIVERSITY, YOU WILL NEED TO MAKE ARRANGEMENTS TO SIGN THE VERIFICATION WORKSHEET AND THE APPENDIX A IN FRONT OF A NOTARY OR COMPLETE A VIDEO CALL WITH A FINANCIAL AID ADMINISTRATOR.**
3. Mail the completed verification worksheet to the Concordia University Financial Aid Office. **YOU MUST SUBMIT THE ORIGINAL VERIFICATION WORKSHEET – FAXES OR EMAILS WILL NOT BE ACCEPTED.**

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: 1) Themselves 2) Parent(s) 3) Parents' other *dependent* children. This also includes other persons who are supported at least 50% and live in the household. If you need more space please attach a separate page. **Independent** students should list their spouse and their *dependent* children.

Full Name	Age	Relationship
		Self

(Continued on next page) →

Student Name:_____ Student ID:F00_____

Section 3a. Tax Forms and Income Information: Student

STUDENT:

□ **Yes**, I did file a 2023 Federal Tax Return and utilized the Direct Data Exchange Tool on my FAFSA. *If yes, continue with section 4b.*

OR

□ **Yes**, I did file a 2023 Federal Tax Return. I will submit a **signed** 2023 IRS Tax Return Transcript(s) OR a **signed** copy of the 2023 Federal Income Tax Return and applicable schedules.

□ **No**, I did not file a 2023 Federal Tax Return (if no, continue below.)

ALL Students:

- ○ Total income earned in 2023 $ _____ (If no income earned, please enter "0")
- ○ Source: _____

Please submit all **2023 W-2 forms and other earning statements**. If more space is needed, provide a separate page with the student's name & ID at the top of the page.

ONLY Independent Students:

Provide the IRS Verification of Non-filing Letter dated on/after 10-1-2024. If you are unable to provide the IRS documentation, please submit the Verification of Non-filing Letter found on Concordia's website.

Section 3b. Tax Forms and Income Information: Parent

PARENT:

□ **Yes**, I/we did file a 2023 Federal Tax Return and utilized the Direct Data Exchange Tool on my student's FAFSA. *If yes, proceed to section 4.*

OR

□ **Yes**, I did file a 2023 Federal Tax Return. I will submit a **signed** 2023 IRS Tax Return Transcript(s) OR a **signed** copy of the 2023 Federal Income Tax Return and applicable schedules.

□ **No**, neither parent filed a 2023 Federal Tax Return.

→ I have not filed and am not required to file a 2023 income tax return. *If no, please remain in Section 3 and continue reviewing the information directly below.*

ONLY Dependent Students' Parents

- ○ Total income earned in 2023 $ _____ (If no income earned, please enter "0")
- ○ Source: _____

Please submit all **2023 W-2 forms and other earning statements**. If more space is needed, provide a separate page with the student's name & ID at the top of the page.

AND

→ Provide the IRS Verification of Non-filing Letter dated on/after 10-1-2024. If you are unable to provide the IRS documentation, please submit the Verification of Non-filing Letter found on Concordia's website.

(Continued on next page) →

Student Name:_____ Student ID:F00_____

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 OR DIGITAL SIGNATURES WILL NOT BE ACCEPTED – WET SIGNATURES ONLY.)

Student's Signature:_____ Date:_____

Parent's Signature:_____ Date:_____
(Dependent Student's only)

****Attach copy of <u>unexpired, valid,</u> government-issued photo ID****

☐ **Video Verification**

Office use only
Verification of signature for Statement of Educational Purpose and verification of match to government issued photo ID.

_____ _____
Financial Aid Administrator (printed) Date

_____
Financial Aid Administrator (signature)