



## 2024-2025 Verification Worksheet

Your FAFSA was selected for review in a process called “verification”. **Verification must be completed before financial aid can be finalized and before federal aid can be paid.** Conflicting information found on the FAFSA as compared to the information submitted on this form or any other requested document requires updates to the FAFSA. Concordia University will update the information on your FAFSA, recalculate your aid eligibility and send you a revised financial aid award.

Please complete the **entire** form (FRONT AND BACK), attach the supporting documentation requested, sign and return to the Student Financial Services Office. **PLEASE DO NOT EMAIL FORMS. Incomplete forms will not be processed. Verification cannot be completed until all requested documents are received and reviewed.**

### SECTION A: STUDENT INFORMATION

Student’s Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*(Used for authentication if uploading documents)*

### SECTION B: FAMILY INFORMATION

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

- yourself and your parent(s) (including stepparent) even if you don’t 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 of their financial support from July 1, 2024 through June 30, 2025, 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 financial support and will continue to provide more than half of their financial support from July 1, 2024 to June 30, 2025.

Write the names of all household members in the space(s) below. If you need more space, attach a separate sheet.

Full Name	Age	Relationship
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>
		<b>Self</b>

**SECTION C: STUDENT TAX AND INCOME INFORMATION**

Carefully review each option below and select the choice that most accurately reflects your tax filing status.

- I filed taxes for Tax Year 2022 and have used the IRS Data Retrieval Tool (FA-DDX) on the 2024-2025 FAFSA or I am providing my 2022 IRS Tax **Return** Transcript. Request transcripts at [www.irs.gov](http://www.irs.gov). Click "Get Your Tax Record". Click "Get Transcript ONLINE" (**recommended**) or "Get Transcript by MAIL" and request your 2022 Tax **Return** Transcript. You should receive your transcript by mail within 5-10 business days. You may also request your Tax **Return** Transcript by calling 1-800-908-9946, **select Option 2** and enter the correct tax year. Instead of a Tax Return Transcript, you may also provide a **signed** copy of your 2022 1040 form including all schedules. Incomplete and/or unsigned forms will not be accepted.
- I had income from work in 2022 but did not, will not, and was not required to file taxes for the tax year 2022. **I am providing my 2022 W-2 forms.** Note: If you did not receive 2022 W-2s, list in the box provided below your employer(s) and any income received in 2022.
- I had no income in 2022 and did not, will not, and was not required to file taxes for Tax Year 2022.

Income Source/Employer	2022 Income	W-2 received?
	\$	
	\$	

**SECTION D: PARENT TAX AND INCOME INFORMATION**

Carefully review each option below and select the choice that most accurately reflects your tax filing status.

- I (the parent(s)) filed taxes for Tax Year 2022 and have used the IRS Data Retrieval Tool (FA-DDX) on the 2024-2025 FAFSA or I am providing my 2022 IRS Tax **Return** Transcript. Request transcripts at [www.irs.gov](http://www.irs.gov). Click "Get Your Tax Record". Click "Get Transcript ONLINE" (**recommended**) or "Get Transcript by MAIL" and request your 2022 Tax **Return** Transcript. You should receive your transcript by mail within 5-10 business days. You may also request your Tax **Return** Transcript by calling 1-800-908-9946, **select Option 2** and enter the correct tax year. Instead of a Tax Return Transcript, you may also provide a **signed** copy of your 2022 1040 form including all schedules. Incomplete and/or unsigned forms will not be accepted.
- I (the parent(s)) had income from work in 2022 but did not, will not, and was not required to file taxes for the tax year 2022. \* **I am providing my 2022 W-2 forms.** Note: If you did not receive 2022 W-2s, list in the box provided below your employer(s) and any income received in 2022.
- I (the parent(s)) had no income in 2022 and did not, will not, and was not required to file taxes for Tax Year 2022\*.

Income Source/Employer	2022 Income	W-2 received?
	\$	
	\$	

**\* IMPORTANT!!!** If you (**the Parent**) did not, will not, and were not required to file taxes for Tax Year 2022, you will need to request a Verification of Non-Filing Letter from the IRS. You may do this using the Get Transcript Online feature at [www.irs.gov](http://www.irs.gov) or by submitting Form 4506-T to the IRS. Your Verification of Non-Filing Letter must be dated on or after October 1, 2022. We cannot accept letters dated before then.

*I hereby certify that all statements and information provided on this form and the supporting documentation I have provided are true, complete, and correct to the best of my knowledge and belief. If asked by an authorized official, I agree to give proof of the information that I have given on this form. I understand it is a federal crime to purposely give false or misleading information on this form and may be subject to a fine, imprisonment, or both. By signing this form, I certify that I understand that the Secretary of Education has the authority to verify the information reported. If you purposely give false or misleading information, you may be fined up to \$20,000, sent to prison, or both.*

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

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_