

# VERIFICATION WORKSHEET

## 2023-2024

Your application was selected by the U.S. Department of Education for review in a process called “**Verification**,” and will be placed on **hold** until verification is complete.

SECTION 1: STUDENT INFORMATION			
Last Name:	First Name:	M.I.	Banner ID: <i>(if known)</i>
Date of Birth:		Cell Phone Number:	

SECTION 2: HOUSEHOLD INFORMATION
List below the people whom your parents will support between July 1, 2023 and June 30, 2024.
Include yourself, your parent(s), and your parents' other dependent children if your parents provide more than half their financial support, or if they would be required to provide parental information when completing the FAFSA.
Include other people if they live with your parents and will continue to receive more than half their financial support from your parents from July 1, 2023 through June 30, 2024.
Students who meet the independent student status criteria on the FAFSA should list their self, their spouse if married, and any dependent children they support.
If your household size is greater than seven (7), attach a list of the additional family members on a separate sheet of paper.

Family member's name <i>(List only those included in the above description)</i>	Age	Relationship to Student	Do parents provide more than 50% support?	If this person will attend college (at least half time) between 7/1/2023 and 6/30/2024, list the college name and year in school, below
		Self		

SECTION 3: STUDENT'S INCOME INFORMATION	
<b>Did you file a 2021 federal tax return?</b>	
<input type="checkbox"/> <b>Yes, I filed a 2021 federal tax return.</b> Skip remainder of SECTION 3 and go to SECTION 4. <input type="checkbox"/> <b>No, I have not filed, and I am not required to file a 2021 federal tax return.</b> <ul style="list-style-type: none"> <li>● If you had income, list your employer(s) and 2021 earnings below. <b>Submit copies of all 2021 W-2(s). If no W-2 was issued, note this below.</b></li> </ul>	
<b>If you had no earnings, check this box:</b>	
<input type="checkbox"/> I had no earnings in 2021	
<b>Employer's Name</b>	<b>2021 Earnings</b>
<b>Continued on back</b>	

SECTION 4: PARENTS' INCOME INFORMATION	
Did your parents file a 2021 federal tax return?	
<input type="checkbox"/> <b>Yes, a 2021 federal tax return was filed.</b> Skip remainder of SECTION 4 and go to SECTION 5.	
<input type="checkbox"/> <b>No, a tax return was not filed and was not required to be filed.</b> <ul style="list-style-type: none"> <li>List all employer(s) and 2021 earnings below. <b>Submit copies of all 2021 W-2(s).</b> Skip SECTION 5 and go to SECTION 6.</li> </ul>	
Employer's Name	2021 Earnings

SECTION 5: IRS DATA RETRIEVAL OR TAX RETURN TRANSCRIPT		(For Tax Filers ONLY)
Check Yes or No	Student	Parent/Spouse
Did you use the IRS Data Retrieval option when completing the 2023-2024 FAFSA?	<input type="checkbox"/> <b>Yes</b> , Data Retrieval was performed  <input type="checkbox"/> <b>No</b> <ul style="list-style-type: none"> <li>Attach a signed copy of your 2021 federal tax return, <b>OR</b></li> <li>Order a 2021 <b>Tax Return Transcript</b> at <a href="http://www.irs.gov/individuals/get-transcript">www.irs.gov/individuals/get-transcript</a>.</li> </ul>	<input type="checkbox"/> <b>Yes</b> , Data Retrieval was performed  <input type="checkbox"/> <b>No</b> <ul style="list-style-type: none"> <li>Attach a signed copy of parent's 2021 federal tax return, <b>OR</b></li> <li>Order a 2021 <b>Tax Return Transcript</b> at <a href="http://www.irs.gov/individuals/get-transcript">www.irs.gov/individuals/get-transcript</a>.</li> </ul>

SECTION 6: VERIFICATION OF NON-FILING		(For Non-Filers ONLY)
Do your parents have a Social Security Number, Taxpayer Identification Number or Employer Identification Number?		
<input type="checkbox"/> <b>Yes</b> , my parents have Social Security Number, Taxpayer Identification Number or Employer Identification Number. <ul style="list-style-type: none"> <li>Submit a copy of the IRS Verification of Non-filing Letter. Request by submitting Form 4506-T, available at <a href="http://www.irs.gov">www.irs.gov</a></li> </ul>	<input type="checkbox"/> <b>No</b> , my parents do not have a Social Security Number, Tax Identification Number or Employer Identification Number.	

SECTION 7: SIGNATURES	
In accordance with federal regulations, if you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail or both.	
By signing this worksheet, I certify that all information reported is complete and correct.	
<b>Student Signature</b> (typed signature will not be accepted) <b>Date</b>	<b>Parent/Spouse Signature</b> (typed signature will not be accepted) <b>Date</b>

Please complete, sign and return to:

**Women:**

College of Saint Benedict  
 Financial Aid Office  
 37 South College Avenue  
 Saint Joseph, MN 56374  
 Fax: (320) 363-6090  
 E-mail: [finaid@csbsju.edu](mailto:finaid@csbsju.edu)

**Men:**

Saint John's University  
 Financial Aid Office  
 2850 Abbey Plaza  
 Collegeville, MN 56321  
 Fax: (320) 363-3102  
 E-mail: [finaid@csbsju.edu](mailto:finaid@csbsju.edu)

Secure Upload option available at <https://www.csbsju.edu/financialaid/securefileuploads>