



# 2018-2019 Verification Worksheet

## Federal Student Aid Programs

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Your FAFSA was selected for review in a process called Verification. You must complete this process to receive federal student financial aid. In this process, your school will be comparing information from your application with copies of your and your parent's 2016 federal tax return transcripts and other financial documents.

**Federal regulations require that tax information be obtained directly from the IRS either by choosing the IRS Data Retrieval Option on the FAFSA or by requesting a tax return transcript from the IRS and submitting it to our office.**

### What You Should Do:

- Collect your and your parent's financial documents.
- Complete and sign this worksheet.
- Submit this completed worksheet, tax return transcripts, and any other documents required by your school or by comment(s) on your Student Aid Report (SAR) to your financial aid administrator.
- Talk to your financial aid administrator if you have questions about completing this worksheet. If there are differences between your Student Aid Report (SAR) information and financial documents, your SAR may need to be corrected and reprocessed.

### What the Law Says:

- Crown College has the right to ask you for this information before awarding federal aid.
- We must review the required information (under financial aid program rules, CFR Title 34, Part 668).

## A. Student Information

Last Name	First Name	M.I. (Maiden)	Social Security Number
Address (include apt. no.)			Date of Birth
City	State	Zip	Phone Number

## B. Family Information

- List the people in your parent(s)' household, including:
  - yourself, and
  - your parent(s), including step-parents, even if you are not living with your parents, and
  - your parent(s), other children, even if they don't live with your parent(s), if **a**) your parent(s) will provide more than half of their support from July 1, 2018, through June 30, 2019, 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 parent(s), and your parent(s) provide more than half of their support and will continue to provide more than half of their support from July 1, 2018, through June 30, 2019.
- Write the names of all household members in the space below. Also write in the name of the college for any household member (not including parents) who will be attending college at least half-time between July 1, 2018 and June 30, 2019, and will be enrolled in a degree, diploma or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship to Student	Name of College Attended in 2018-2019
WRITE YOUR NAME HERE		STUDENT	Crown College

## C. Tax Forms and Other Information

**Tax Filers:** If you and your parents used the IRS Data Retrieval process when completing your FAFSA and did not make any changes to that information, a 2016 tax return transcript is not necessary.

If you and your parents did not use the IRS Data Retrieval process, contact the IRS at [www.irs.gov](http://www.irs.gov) or call 1-800-908-9946 to obtain a 2016 tax return transcript.

**Non-Tax Filers:** If you or your parents did not file or are not required to file an IRS 1040 you must complete and submit the following:

- You and your parents must affirm below that you are not required to file an IRS 1040, list employers and amounts earned
- Submit a copy of 2016 W-2 forms from all employers and
- Parent(s) submit an IRS Verification of Non-Filing Letter – visit [www.irs.gov](http://www.irs.gov), click on get your tax record and request online or use Form 4506-T from [www.irs.gov](http://www.irs.gov) Check box 7

Check all that apply:

Student was not required to file a 2016 return

Parent was not required to file a 2016 return

List all employers below (only if the Student or Parent DID NOT file a 2016 tax return):

Student's Employer(s)	Amount Earned In 2016	Parent's Employer(s)	Amount Earned In 2016

## D. Sign this Worksheet

**WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both. By signing this worksheet, I (we) certify that all of the information reported to qualify for federal student aid is complete and correct.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent(s) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Crown College Student ID Number

Make sure you:  
 Completed this worksheet  
 Attached tax return transcripts, W-2's as needed  
 Signed this worksheet

Please Return to: Crown College Financial Aid Office  
 8700 College View Drive  
 St. Bonifacius, MN 55375-9001  
 Fax: 952-446-4178  
 Email: [finaid@crow.edu](mailto:finaid@crow.edu)