

2023-2024 VERIFICATION WORKSHEET [V5]



Your application for federal financial aid has been selected for review in a process called *verification*. Verification is the process used by the U.S. Department of Education to confirm that tax and other household data reported on the FAFSA form is accurate. Please review our website at www.xavier.edu/verification to learn more about this federal requirement. Financial aid offers for current/returning students will not be generated until verification is finalized. **Federal aid will not be disbursed for students who have not completed verification.** Please provide the required documents by June 15.

A STUDENT INFORMATION [PLEASE PRINT]

Student's Last Name	First Name	M.I.	Xavier ID Number

B FAMILY INFORMATION

Dependent Students: List the people in *your parents' household*, including:

- Yourself
- Your parent(s), including stepparent, even if you don't live with your parents. Only include parents who are required to provide information on your 2023-2024 FAFSA.
- Your parents' other children, even if they don't live with your parent(s), if [1] your parents will provide more than half of their support from July 1, 2023 through June 30, 2024, or [2] the children would be required to provide parental information when completing a FAFSA for 2023-2024
- Other people if they now live with your parents AND your parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2024

Independent Students: List the people in *your household*, including:

- Yourself and your spouse if you have one
- Your children (or your spouse's children) if you or your spouse will provide more than half of their support from July 1, 2023 through June 30, 2024, even if a child does not live with you
- Other people if they now live with you (and your spouse) AND you (and your spouse) provide more than half of their support and will continue to provide more than half of their support through June 30, 2024

Write the names of all applicable household members below. Also write in the name of the college for any household member, excluding your parent(s), who is or will be enrolled at least half-time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2023 and June 30, 2024. If you need more space, attach a separate page.

First and Last Name	Age	Relationship to Student	College/University
		<i>Self</i>	<i>Xavier University</i>

C TAX FORMS AND INCOME INFORMATION

Tax Filers must provide federal tax data to Xavier University in one of the following ways:

- Use the IRS Data Retrieval (DRT) to transfer 2021 tax data into the student's FAFSA
- Submit 2021 federal tax return transcript from the IRS¹
- Submit signed copy of 2021 federal tax return (IRS Form 1040) and schedules

Please check here if you and/or your parent(s) used the IRS Data Retrieval Tool on the FAFSA.

Nontax Filers: Check the box for those individuals who did not and are not required to file a 2021 federal income tax return.

- You (student) Your spouse Parent #1 (father, mother, stepparent) Parent #2 (father, mother, stepparent)

- Nontax filers must list below all employers and earnings received from work in 2021; refer to W-2 forms or other earnings statements.
- Nontax filers must submit copies of W-2 forms for each source of earnings.
- Parents and independent students who were not required to file a 2021 federal tax return must submit a Verification of Non-filing Letter² which is available from the IRS.

Name of Employer	Student Amount	Spouse or Parent Amount

¹The tax return transcript may be accessed at www.irs.gov. To order a tax return transcript, use Form 4506-T or call 800-908-9946. Allow 5 to 10 calendar days for delivery. More information is available at www.irs.gov/individuals/transcript-types-and-ways-to-order-them.

² The Verification of Non-filing Letter may be accessed online at www.irs.gov or requested by mail using IRS Form 4506-T.

D IDENTITY & STATEMENT OF EDUCATIONAL PURPOSE

Students must choose **either** Option A **or** Option B based on whether they are able to come to the Office of Student Financial Services in person.

Option A - Sign in Person at Xavier

The student must appear in person at the Office of Student Financial Services at Xavier University to do the following:

1. Verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. (The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed and the name of the official at the institution authorized to receive and review the student's ID.)
2. Sign the Statement of Educational Purpose on page 3 of this document in front of a member of the Office of Student Financial Services staff.

Option B - Sign in Front of a Notary

If the student is unable to appear in person at Xavier University to verify his or her identity, the student must do the following:

1. Sign the Statement of Educational Purpose on page 3 of this document in front of a notary.
2. Make a copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement on page 3 of this worksheet, such as, but not limited to, a driver's license, other state-issued ID, or passport.
3. Submit all pages of this worksheet **and** the copy of the photo ID to the Office of Student Financial Services at Xavier University by mail or in person.

D IDENTITY & STATEMENT OF EDUCATIONAL PURPOSE [CONT.]

This statement must be signed in the presence of a Xavier official in the Office of Student Financial Services or in front of a notary.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of
Print Student's Name

Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Xavier University for 2023-2024.

Student Signature

Date

This section is required for students who sign the Statement of Educational Purpose in front of a notary per Option B.

Notary's Certificate of Acknowledgment

State of _____ City/County of _____

On _____, before me, _____
Date Notary's Name

personally appeared, _____, and proved to me because of satisfactory
Printed Name of Signer (Student)

evidence of identification _____ to the above-named person who signed the
Type of Unexpired Government Issued Photo ID Provided

foregoing instrument.

WITNESS my hand and official seal

(seal)

Notary Signature

My commission expires on _____.

E SIGN THIS WORKSHEET

Each person signing below certifies that all the information reported on this worksheet is complete and correct. If dependent, at least one parent whose information was reported on the FAFSA must sign. **Warning:** If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

Student Signature

Date

Parent Signature (dependent students only)

Date

Submit documents in person or by mail to:
Office of Student Financial Services, Xavier University
3800 Victory Pkwy
Cincinnati, OH 45207-5111

This worksheet cannot be accepted by email or fax.

