



Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. In order to process your financial aid for the 2018-2019 academic year, we need to gather additional information about you and your parents as required by the U.S. Department of Education (34 CFR, Part 668).

To verify the accuracy of the information provided on your application, we will compare your FAFSA with the information on this document and with any other required documents. Saint Xavier University reserves the right to make all necessary changes to your Student Aid Report (SAR).

If you have questions about the verification process, please contact the Office of Financial Aid at (773) 298-3070 or finaid@sxu.edu. Failure to complete the verification process will result in a delay of aid processing or possible loss of eligibility.

You and your parent(s) must complete and submit this Verification Worksheet, and any additional documentation requested, before your financial aid will be processed.

STUDENT INFORMATION	
Name _____	
SXU ID Number _____	Date of Birth _____
Phone Number _____	

CERTIFICATION & SIGNATURES

Each person signing below certifies that all of the information reported on this form is true and complete to the best of your knowledge and agree, if asked, to provide additional information that will verify the accuracy of the form. The student and one parent (whose information was reported on the FAFSA) must sign and date.

WARNING! If you purposely give false or misleading information you may be fined, be sent to prison, or both.

Student Signature

Date

Parent Signature

Date

FAMILY INFORMATION

List all the people in your parent(s)' household, including:

- **Yourself** and **your parent(s)** (including your stepparent) even if you don't live with your parent(s)
- 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, 2018 through June 30, 2019, or (b) the children would be required to provide parental information if they were completing a FAFSA for 2018-2019
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their financial support, and will continue to provide more than half of their support through June 30, 2019

Full name of family member	Age	Relationship	Name of college or university family member will attend (at least half time in a degree, diploma or certificate program) between July 1, 2018 and June 30, 2019, if applicable.
1.		Self	Saint Xavier University
2.			
3.			
4.			
5.			
6.			

Please note: SXU may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

STUDENT TAX AND INCOME INFORMATION

Check the appropriate box below. Note: only one box should be selected.

I filed a 2016 Federal Tax Return (Form 1040, 1040A, 1040EZ, 1040X).

Instructions:

You must provide your tax data. The most efficient way to do so is by utilizing the *IRS Data Retrieval Tool* within the online FAFSA application. By revising your application to link your taxes (if you have not already done so), this requirement is met.

If you are unable, or choose not, to utilize the IRS Data Retrieval Tool within the FAFSA, you must submit a 2016 IRS Tax Return Transcript. To obtain your tax transcript, go to www.irs.gov and select the option to *Get My Tax Record*. Please note: only *Tax Return Transcripts* will be accepted (not *Tax Account Transcripts*).

I am not required to file (and will not file) a 2016 Federal Tax Return.

Instructions:

Were you, the student, employed or did you receive income from work in 2016? Yes No (please check one)

If you indicated Yes above, list below your employer(s) and the amount earned from each in 2016:

Employer Name	2016 Amount Earned*
	\$
	\$

*Please note: You must attach a copy of any 2016 W-2s provided by your employers listed above.

PARENT(S)' TAX AND INCOME INFORMATION

Check the appropriate box below. Note: only one box should be selected.

My parent(s)' filed a 2016 Federal Tax Return (Form 1040, 1040A, 1040EZ, 1040X).

Instructions:

You must provide your parent(s)' tax data. The most efficient way to do so is by utilizing the *IRS Data Retrieval Tool* within the online FAFSA application. By revising your application to link your parent(s)' taxes (if you have not already done so), this requirement is met.

If your parent(s)' are unable, or choose not, to utilize the IRS Data Retrieval Tool within the FAFSA, you must submit their 2016 IRS Tax Return Transcript. If your parents filed separate tax returns, you must provide a Tax Return Transcript for each of them. To obtain a tax transcript, go to www.irs.gov and select the option to *Get My Tax Record*. Please note: only *Tax Return Transcripts* will be accepted (not *Tax Account Transcripts*).

My parent(s)' are not required to file (and will not file) a 2016 Federal Tax Return.

Instructions:

1. Your parent(s) must provide an *IRS Verification of Non-Filing Letter* to confirm they did not file a 2016 Federal Tax Return. A Verification of Non-Filing Letter can be obtained using IRS Form 4506-T and checking box 7. Please go to www.irs.gov and select the option to *Get My Tax Record*. Submit a copy of the Non-Filing Letter to the Office of Financial Aid.

2. Were either of your parents employed or did they receive income from work in 2016? Yes No (please check one)

If you indicated Yes above, list below your parent(s)' employer(s) and the amount earned from each in 2016:

Employer Name	2016 Amount Earned*	Name of Parent
	\$	
	\$	

*Please note: You must attach a copy of any 2016 W-2s provided by the employers listed above.

Need Assistance? Step-by-step instructions for completing the IRS Data Retrieval, obtaining an IRS Tax Transcript or an IRS Form 4506-T are available at www.sxu.edu, keyword: Financial Aid Forms.