



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 spouse (if married) 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 financial aid processing or possible loss of eligibility.

You (and your spouse) *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	

FAMILY INFORMATION

List all the people in your household, including:

- **Yourself and your spouse** (if married)
- Your **children** (and your spouse's children), even if they do not live with you, if you (or your spouse) will provide more than half of their financial support from July 1, 2018 through June 30, 2019.
- Other people if they now live with you and you 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 (<u>at least half time</u> in a degree, diploma or certificate program) between July 1, 2018 and June 30, 2019, if applicable.
1.		<i>Self</i>	<i>Saint Xavier University</i>
2.			
3.			
4.			
5.			
6.			
7.			
8.			

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 & SPOUSE (IF MARRIED) 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).

Instructions:

You must provide tax data for yourself and your spouse (if married). 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. If you and your spouse filed separate tax returns, you must provide a Tax Return Transcript for each of you. 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 (and my spouse) am not required to file (and will not file) a 2016 Federal Tax Return.

Instructions:

1. You (and your spouse) must provide an *IRS Verification of Non-Filing Letter* to confirm that you (and/or your spouse) 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 you (or your spouse) employed or did you receive income from work in 2016? Yes No (*please check one*)

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

<i>Employer Name</i>	<i>2016 Amount Earned*</i>
	\$
	\$

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

CERTIFICATION & SIGNATURE

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 this form. The student must sign and date.

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

Student Name (Please Print)

SXU Student ID number

Student Signature

Date