



Return to: OneStop Student Services, 1200 Kenwood Avenue, Duluth, MN 55811
onestop@css.edu or fax: 218-733-2255

2020-2021 FAFSA Verification Worksheet Dependent Student

Step 1 – Student Information

Last Name	First Name	M.I.	CSS ID#
Mailing Address			Date of Birth
City	State	Zip Code	Phone Number
E-mail Address			

Step 2 – Household Information

Your parent’s household, as it relates to the FAFSA, includes:

- **Yourself**, even if you don’t live with your parent(s).
- **Your married or unmarried parent(s)** (including stepparent) **who live together**. If parents are separated or divorced, report information on the parent with whom you lived with the most during the past 12 months. Do not include multiple households.
- **Your parent(s) other children** IF your parent(s) will provide more than half of each child’s support from 7/1/20 through 6/30/21 OR the child would be required to provide your parents’ information when applying for federal student aid (based on the FAFSA dependency questions). Include a child who meets either of these standards, even if the child does not live with your parent(s).
- **Other people** if they now live with your parent(s) and ONLY IF your parent(s) currently provide more than half of their financial support and will continue to provide more than half of their support from 7/1/20 through 6/30/21. This may exclude a boyfriend, girlfriend, fiancé, other relative, friend, etc. Please call with questions.

Write the names of ALL household members below. List the college name for any household member attending college for 6+ credits a semester/quarter this year who will be enrolled in a degree, diploma or certificate program. Do not list a college for students still in high school taking PSEO or College in the Schools coursework.

Full Name	Age	Relationship to you	Is this person attending college ½ time or more in 2020-2021? Is yes, where?
		SELF	The College of St Scholastica

****Please note, the 2020-2021 FAFSA is based on 2018 tax information****

Step 3 – Student’s Tax Filing Status

Did you file a 2018 U.S. Federal income tax return? Yes No

If yes, please use the Data Retrieval Tool on the FAFSA.gov website, send in a **signed** copy of your 2018 Federal tax return, or request a tax return transcript from the IRS.gov website. Instructions on these steps can be found at: www.css.edu/verification. **If you answered yes, SKIP TO STEP 4 now.**

If you answered “no” above, were you **required** to file a federal tax return in 2018? Yes No

If both answers above were “no”, **complete the grid below and attach copies of all 2018 W-2 forms issued by employer(s). List every employer even if a W-2 wasn’t issued. If you did not earn wages in 2018, enter N/A (not applicable) and \$0 in the Amount Earned field below.**

Employer’s Name	2018 Amount Earned
	\$
	\$
	\$

Step 4 – Parent’s Tax Filing Status

Did your parent(s) file a 2018 U.S. Federal income tax return? Yes No

If yes, your parent(s) must either use the Data Retrieval Tool on the FAFSA.gov website, send in signed copies of their 2018 Federal tax return(s), or request tax return transcripts from the IRS.gov website. Instructions on these steps can be found at: www.css.edu/verification. **If you answered yes, SKIP TO STEP 5 now.**

If you answered “no” above, were your parent(s) **required** to file a federal tax return in 2018? Yes No

If both answers above were “no”, your parent(s) will need to request a Verification of Non-Filing letter from the IRS. This letter can be requested online at IRS.gov by clicking on the “Get your Tax Record” link. Alternatively, your parent(s) may print off a form 4506-T at IRS.gov and fax or mail it to the address listed on the form. Once received, this Non-filing letter must be submitted to OneStop.

Additionally, non-tax filers must complete the grid below and attach copies of all 2018 W-2 forms issued by employer(s). List every employer even if a W-2 wasn’t issued.

Name of Parent	Employer’s Name	2018 Amount Earned
		\$
		\$
		\$

Step 5 – Certification and Signatures

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail or both.

By signing this worksheet, we certify that all the information reported is true and correct. **Handwritten signatures are REQUIRED.** We authorize the CSS Financial Aid Office to make changes to my FAFSA as indicated above.

Student’s Signature

Date

Parent’s Signature

Date

Your 2020–2021 Free Application for Federal Student Aid (FAFSA) has been selected for review in a process called verification. The law says that before awarding Federal Student Aid, we must ask you to confirm the information you and your parent(s) reported on your FAFSA. We will compare your FAFSA with the information on this form and with any other required documents. If there are differences, your FAFSA information will be corrected by CSS. If applicable, a revised financial aid notification will be sent out shortly after our office receives the corrected FAFSA results. You and at least one parent must complete and sign this form and attach any required documents. St Scholastica’s full verification policy can be found at: <http://www.css.edu/administration/financial-aid.html>. If you have questions about verification, contact OneStop Student Services at 1-877-287-8716 or onestop@css.edu as soon as possible so that your financial aid will not be delayed. **The FAFSA verification process must be completed before any financial aid can be paid to your student account for the 2020-2021 school year.**