



**Return to:**

Financial Aid Office T1118, 1200 Kenwood Avenue, Duluth, MN 55811  
[financialaid@css.edu](mailto:financialaid@css.edu)

**2024-2025 FAFSA Verification Worksheet  
INDEPENDENT Student**

**Student Information**

|                 |           |                |
|-----------------|-----------|----------------|
| First Name      | Last Name | CSS ID#        |
| Mailing Address |           | City State Zip |
| Date of Birth   | Phone     | Email          |

**Family Member Information**

Write the names of ALL family members below. Your family, as it relates to the FAFSA, includes:

- **You**
- **Your spouse** (if married)
- **Your child(ren) or your spouse's child(ren)**
  - If you and/or spouse will provide more than half of their financial support from 7/1/24 through 6/30/25, even if the child(ren) does not live with you/spouse.
- **Other people**
  - If they now live with you **AND** you currently provide more than half of their financial support and will continue to provide more than half of their financial support from 7/1/24 through 6/30/25.  
**Please email with questions: [financialaid@css.edu](mailto:financialaid@css.edu).**

**Write the names of ALL family members below.**

| Full Name | Age | Relationship to you |
|-----------|-----|---------------------|
|           |     | Self                |
|           |     |                     |
|           |     |                     |
|           |     |                     |
|           |     |                     |
|           |     |                     |
|           |     |                     |
|           |     |                     |
|           |     |                     |

**\*\*The 2024-2025 FAFSA is based on 2022 tax information\*\***

Please visit [css.edu/verification](https://css.edu/verification) for more information about the verification process

## Student's Tax Filing Status

**Student:** Did you/your spouse file a **2022** U.S. Federal income tax return?

☐ **Yes – complete Option 1**

☐ **No – complete Option 2**

### Option 1 for Tax Filers

☐ Check here if you or your spouse (if applicable) had to manually enter tax information (AGI, tax paid, etc.) when completing the FAFSA.

If you and your spouse (if applicable) had to manually enter federal tax information into your FAFSA (not able to use the DDX), please choose **ONE** of the following options for documentation of tax filing status:

- Submit a **signed** copy of your/spouse's **2022** Federal tax return and Schedule 1, 2, and 3 (if applicable)
- Request and submit a 2022 tax return transcript for you/spouse via the [IRS.gov](https://irs.gov) website

### Option 2 for Non-Tax Filers (skip this section if you filed a U.S. Federal tax return in 2022)

**Student:** Were you/your spouse required to file a U.S. Federal tax return in 2022? ☐ **Yes** ☐ **No**

1. Complete the grid below and submit copies of all 2022 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 2022, enter \$0 in the Wages Earned field below.

| Employer's Name | 2022 Wages Earned |
|-----------------|-------------------|
|                 | \$                |
|                 | \$                |
|                 | \$                |

**If your marital status has changed since 2022, please reach out to Financial Aid to determine if you need to submit any additional verification documents: Email [financialaid@css.edu](mailto:financialaid@css.edu).**

## Signature

**WARNING: If you purposely give false or misleading information, you may be fined, sentenced to jail or both.** By signing this worksheet, I certify that all the information reported is true and correct. I authorize the CSS Financial Aid Office to make changes to my FAFSA as indicated above.

\_\_\_\_\_  
Student's Signature (must be handwritten – not typed)

\_\_\_\_\_  
Date

Your 2024–2025 FAFSA has been selected for the verification process. The law says that before awarding Federal Student Aid, we must ask you to confirm the information reported on your FAFSA. We will compare your FAFSA with the information on this form and any other supplemental documents. If there are differences, your FAFSA information will be corrected by CSS. If applicable, a revised financial aid notification will be sent out after our office receives the corrected FAFSA results. St. Scholastica's full verification policy can be found at: <https://www.css.edu/admissions-and-aid/financial-aid/forms-and-resources/policies/>

**The FAFSA verification process must be completed before any financial aid can be paid to your student account for the 2024-2025 school year.**