



COLLEGE OF MOUNT SAINT VINCENT

2023-2024 Verification Work-Sheet (V5)

Your application was selected by the U.S. Department of Education for review in a process called "Verification." The Office of Financial Aid must compare your FAFSA with the information you provide on this worksheet and other financial documents. If there are differences between your application information and the documents you submit, your application may need to be corrected. **The Office of Financial Aid cannot make any federal financial aid payments available to you or process a student loan request until all verification requirements have been met and the necessary corrections have been made.**

Next Steps

- 1. Complete the IRS Data retrieval through FAFSA on the Web.** If you cannot use the IRS Data Retrieval Tool, you may order a **2021 Tax Return Transcript** from the Internal Revenue Service online at <https://www.irs.gov/individuals/get-transcript> for yourself, your spouse (if married), or your parents/step-parent (if dependent) or provide a **Signed Copy of 2021 Federal 1040 Tax Return Form**.
- 2. Complete all sections and sign this worksheet in ink.** Only V5 selected students can present their requested documents in person.
- 4. If a V5 selected student is not able to present in person notarized documentation can be submitted by uploading through SLATE or [Self-Service](#).**

A. Student Information (Please Print)

_____	_____	_____	_____
Last Name	First Name	M.I.	CMSV ID #
_____	_____	_____	_____
Address (include apt. #)		Date of Birth (mm/dd/yyyy)	
_____	_____	_____	_____
City	State	Zip Code	Phone # (include area code)

B. Family Information (Please Print)

Check the appropriate boxes below and provide the requested information and documents:

- Independent Students:** List the people that you (and your spouse) will support between July 1, 2023 and June 30, 2024. Include yourself, your spouse, and your dependent children. Include other people only if they now live with you and you provide more than half their support and will continue to provide more than half their support through June 30, 2024.
- Dependent Students:** List all the people in your household between July 1, 2023 and June 30, 2024. Include yourself, your parents, and your parents' other children if (a) your parents provide more than half of their support or (b) the children would be required to provide parental information when applying for Federal Student Aid. Include other people only if they now live with your parents and receive, and will continue to receive, more than half their support from them between July through June 30, 2024.

Attach additional sheets if necessary. Last Name, First Name, Middle Initial	Age	Relationship	College (If attending in 2021-22)
		Self	College of Mount Saint Vincent
		Parent 1 (If living in same household)	
		Parent 2 (If living in same household)	
		Sibling	
		Sibling or Other _____	

Write the names of **all** family members including **yourself**. Also write the name of the college for any family member who will be attending college at least half-time between July 1, 2023 and June 30, 2024 and will be enrolled in a degree or certificate program. If you need more space, attach a separate page. *Please note: We may require additional documentation.*

C. Tax Forms & Income Information (Please Print)

Check here if you and/or your parent(s) *successfully used the IRS Data Retrieval Tool Process*

Check here if you are attaching your **2021 Federal IRS Tax Return Transcript** or a **Signed Copy of 2021 Federal Tax Return with the schedules.**

List below any person **who did not** or were not required file taxes in 2021, but had an income. A W-2 must be submitted for each source of income. Parents/independent students must also submit an IRS Verification of Non-Filing request at <https://www.irs.gov/individuals/get-transcript>.

Name of Non-Tax Filer in 2021	Name of Employer	Income Amount with W2

E. Identity & Statement of Educational Purpose

Students have to provide proof of his/her Identity by presenting a valid and unexpired government-issued photo identification (ID) such as, but not limited to, a driver's license, other state-issued ID, or passport.

You may choose option **A** or **B**.

A. You may provide the proof by bringing the original document to the Office of Financial Aid and present an unexpired government issued photo identification. Financial Aid Professional who accepted document _____ Date _____ (attached annotated copy)

Or

B. If you are unable to present the document in person. You may provide a copy of the unexpired government-issued photo identification that is acknowledged with the notary statement below.

Notary's Certificate of Acknowledgement

State of _____ City/County of _____

On (date), _____, before me (notary name), _____

personally appeared (student name) _____, and provided to me on the basis of satisfactory evidence of identification (type of unexpired government issued photo ID provided) _____ to the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal

Notary Signature _____

My commission expires on (date) _____.

Statement of Educational Purpose

The student must sign, in the presence of the institutional official, the following:

I certify that I _____ (print student's name) am the individual signing this Statement of 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 College of Mount Saint Vincent for 2023–2024.

Student Signature

Date

F. Certification

By signing this worksheet, I [we] certify that all the information reported on this worksheet is complete and correct. If dependent, at least one parent must sign. **Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

Student Signature

Date

Parent Signature (dependent student) or Spouse Signature

Date

Office Use Only

Verification Completed By: _____
Authorized Signature Date