

Your FAFSA has been selected by the U.S. Department of Education for a process called Verification. We must compare the information from your FAFSA with the information on this worksheet and any other required documents. If there are differences, we will make the necessary corrections to your FAFSA or contact you for further information.

## Student Information

First Name	M.I.	Last Name	Date of Birth
Street Address (not campus address)			Email Address
City	State	Zip Code	Phone Number

## Family Household Information

List all the people in your parents’ household. **INCLUDE:**

- Yourself, **AND** your parent(s) who filed the FAFSA (including stepparent).
- Your parents’ other children (even if they don’t live with your parents), **IF** the parents will provide more than half of the children’s support from July 1, 2026 through June 30, 2027, **OR** the other children would be required to provide parental information if they were completing a FAFSA for 2026–2027.
- Other people if they now live with your parents **AND** your parents provide more than half of their support AND will continue to provide more than half of their support from July 1, 2026 through June 30, 2027.

**WRITE THE NAMES OF ALL HOUSEHOLD MEMBERS BELOW, along with their age and relationship to the student.**

The provided criteria for “dependent children” or “other persons” mirror the requirement that family size align with those the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S tax return at the time of completing the 2026-2027 FAFSA. As a result, the parent should not include any unborn children in the family size. If more space is needed, provide a separate page with the student’s name and ID number at the top.

First and Last Name of Each Household Member	Age	Relationship to Student
		<i>Self</i>

## How to Provide Tax Data to the Financial Aid Office

Use ONE of the following methods to provide your 2024 tax information to the Financial Aid Office. Tax information is **REQUIRED** for the parents, and for the student (if the student filed a tax return). Student and Parent(s) may use different methods as appropriate but only one method may be used per student and per parent.

**1. Provide Consent and Approval in FAFSA: **\*\*PREFERRED METHOD\*\*****

If you or your parent(s) didn’t provide proper [consent and approval to retrieve IRS tax information](#) via the FA-DDX when the 2026-2027 FAFSA was first submitted, login to the student’s processed FAFSA to make corrections using this [video](#) for help. FAFSA updates should be received by the Financial Aid Office within 2-3 business days. In most cases, no further

documentation is needed to verify 2024 income information that was transferred into the student’s FAFSA using income and tax information directly from the IRS via the FA-DDX.

- STUDENT:** Check here if the student’s income (if applicable) was successfully transferred into the student’s FAFSA using 2024 income and tax information directly from the IRS via the FA-DDX **and** no changes were made to the FAFSA after the retrieval tool was used.
- PARENT(S):** Check here if the parent(s) income was successfully transferred into the student’s FAFSA using 2024 income and tax information directly from the IRS via the FA-DDX **and** no changes were made to the FAFSA after the retrieval tool was used.

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**2. Request a 2024 Tax Return Transcript from the IRS:**

If 2024 income tax return information for you or your parent(s) was not transferred via the FA-DDX and considered verified, a **2024 IRS Tax Return Transcript(s)** is required. A Tax Return Transcript is an official record of the information on your federal tax return. Transcripts can be requested for free online at [www.irs.gov](http://www.irs.gov) under “Get Your Tax Record” or by calling 1-800-908-9946. Be sure to order a tax “**return** transcript”, **not** an account transcript. Transcripts must be requested using the SSN, date of birth, and address for the primary taxpayer (the taxpayer whose name is listed first on the federal tax return). You can opt for your tax return transcript to be mailed to you, then you send into school, or you can get your tax return transcript online using the [ID.me IRS Help Site](http://ID.me).

- STUDENT:** Check here if you (the student), if applicable, attached a copy of your complete 2024 IRS Tax Return Transcript. **Write the student’s name on the top of the transcript.**
- PARENT(S):** Check here if the parent(s) attached a copy of their complete 2024 Federal Tax Return Transcript. **Write both the student’s name and parent(s)’ name on the top of the transcript.**

**3. Provide a copy of your entire 2024 Federal Tax Return:**

Provide a copy of your complete, signed and dated 2024 Federal Tax Return (1040), including all pages, schedules, forms, and all W-2s.

- STUDENT:** Check here if you (the student), if applicable, attached a **signed** and dated copy of your entire 2024 Federal Tax Return (including applicable schedules)
- PARENT(S):** Check here if the parent(s) have attached a **signed** and dated copy of their entire 2024 Federal Tax Return (including applicable schedules)

**4. Request a Verification of Non-filing letter from the IRS:**

Any parent who did not file a tax return in 2024 is required to provide Verification of Non-filing. A Verification of Non-filing letter can be requested for free online at [www.irs.gov](http://www.irs.gov) under “Get Your Tax Record” or by mail using IRS Form 4506-T and checking box 7.

- STUDENT:** Check here if the student did not file and is not required to file a 2024 Federal Tax Return. If you had earned income in 2024, list your employer(s) and any earnings received in 2024 in the table below. **Attach a copy of your W-2 form from each employer.** If the student had no earned income in 2024, write NONE.

Employer’s Name	2024 Amount Earned	W-2 Attached?

- PARENT(S):** Check here if the parent(s) did not file and are not required to file a 2024 Federal Tax Return and have attached a copy of their Verification of Non-filing letter from the IRS. If parent(s) had earned income in 2024, list your employer(s) and any earnings received in 2024 in the table below and **attach a copy of your W-2 form from each employer.** If the parent(s) had no earned income in 2024, write NONE.

Employer’s Name	2024 Amount Earned	W-2 Attached?

## Verification of Identity

**Option 1.** The student must appear in person at the Winona or Minneapolis Campus and present the following documentation to an institutionally authorized individual:

- A valid, unexpired government-issued photo identification, such as but not limited to a driver's license, non-driver's license or passport (a copy will be made and retained by the school); **AND**
- **Attachment A** With a school representative in Cardinal Central, Student Central, or Financial Aid.

**Option 2.** If the student is unable to appear in person, he or she must provide the school with the following documentation:

- A copy of a valid, unexpired government-issued photo identification, such as but not limited to a driver's license, non-driver's license or passport; **AND**
- **Attachment B** An original notarized statement completed by the notary notarizing the form and copies of your identification. **We cannot accept photocopies, faxes, or emails; we must receive the original signed, notarized form.**

## Sign the Worksheet

Each person signing below certifies that all of the information reported is complete and correct. 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 on this worksheet, you may be fined, sent to prison, or both.

\_\_\_\_\_  
Student Signature REQUIRED

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature REQUIRED

\_\_\_\_\_  
Date

## Returning Documents

**All original documents (this worksheet and supporting document copies) must be mailed or delivered in person to one of our campuses. Fax and email are not allowed. No digital signatures are permitted.**

**Winona:** Saint Mary's University, Financial Aid Office, 700 Terrace Heights #5, Winona, MN 55987

**Minneapolis:** Saint Mary's University, Financial Aid Office, 2500 Park Avenue, Minneapolis, MN 55404

## **Verification of Identity (To Be Completed by the Institution)**

The student must appear in person at Saint Mary's University of Minnesota to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport.

The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

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*Institution Staff use only:*

*ID Type copied:* \_\_\_\_\_ *(unexpired valid government-issued photo ID)*

*Received and witnessed by:* \_\_\_\_\_

*Date:* \_\_\_\_\_

## Verification of Identity (To be completed in the Presence of a Notary)

If the student is unable to appear in person at Saint Mary's University of Minnesota to verify his or her identity, the student must provide to the institution:

A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport and photo copies front and back are provided.

### Notary's Certificate of Acknowledgement

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Notary's name)

personally appeared, \_\_\_\_\_, and proved to me  
(Printed name of signer)

on basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal**

(seal)

\_\_\_\_\_  
(Notary signature)

My commission expires on \_\_\_\_\_  
(Date)