



What Is Verification?

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, the government may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, the Financial Aid Office will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit them to the Financial Aid Office. **Please provide the required information as quickly as possible because your aid cannot be finalized until verification has been completed. If you have any questions, please contact us at 410-626-2502 or annapolis.financialaid@sjc.edu for the Annapolis Campus or 505-984-6058 or santafe.financialaid@sjc.edu.**

What Are the Steps?

1. **If requested**, please include any other requested tax documents such as W-2 forms or tax transcripts. Please note that a tax return (often the 1040) is not a tax transcript. Tax transcripts may be requested here: <https://www.irs.gov/individuals/get-transcript>
2. Please write your name on tax return transcript.
3. Complete and sign this worksheet.
4. Review all information sent from the Financial Aid Office and the second page of this worksheet to see if you need to submit other documentation.

A. Student Information

Last Name	First Name	M.I.	Last 4 Digits of Social Security Number
Address (Include Apt. #)		City	State
Date of Birth	Email Address	Phone Number (Include Area Code)	

B. Independent Student's Family Information

List **all** the people expected to be in your household between July 1, 2023 and June 30, 2024. Include **yourself**, **your spouse** (if married), and **your children** and **your spouse's children** if you will provide more than half of their support from July 1, 2023 through June 30, 2024, even if they don't live with the you. Include **other people** only if they now live with you and receive, and will continue to receive, more than half of their support from you between July 1, 2023 and June 30, 2024.

List the college for any household member who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2023 and June 30, 2024.

FULL NAME	AGE	RELATIONSHIP	COLLEGE
		<i>Self</i>	<i>St. John's College</i>

C. Student and Spouse's Income Information

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

- I used the IRS Data Retrieval Tool (after my 2022 taxes were completed and processed by the IRS) to transfer my 2022 income information to the FAFSA and made no further changes to the information (Review Verification Worksheet Instructions for more in depth guidance in using the IRS Data Retrieval Tool).
- I did not (or could not) transfer my 2022 income information to the FAFSA using the IRS Data Retrieval Tool. I have attached a copy of my **2022 IRS Tax Return Transcript** (Review the Verification Worksheet Instructions for more in depth guidance in ordering a 2022 IRS Tax Return Transcript).
- I was not required to file a 2022 Federal Income Tax Return. I have **attached copies of all 2022 IRS W-2 forms** issued to the student. Please list below the names of all the student's employers (even if a W-2 is not available), the amount earned from each employer in 2022, and whether an IRS W-2 form is attached. (Enter **"No Job"** under **"Employer Name"** if you did not work.) If additional space is needed, attach a separate page with the student's name at the top. All nontax filers are also required to **provide an IRS Verification of Non-Filing Letter (Form 4506-T)** dated on or after October 1, 2022, which can be requested at www.irs.gov. Additional information on how to obtain the IRS Verification of Non-Filing Letter can be found on the instructions page.

Employer's Name	2022 Amount Earned	IRS W-2 Attached?

D. Certification

The person signing this worksheet certifies that all of the information reported on it is complete and accurate. Warning: If you purposefully give false or misleading information on this form, you may be fined, sentenced to jail, or both.

Electronic signatures will not be accepted.

Student's Signature: _____

Date: _____

When all required documents have been gathered, please submit your information to the appropriate St. John's campus. Watch for two sided documents. Be sure to include both sides when emailing.

Annapolis Campus
Financial Aid Office
St. John's College
60 College Avenue
Annapolis, MD 21401
Fax: 410-626-2885

Secure forms upload page:
<https://www.sjc.edu/finaid/form>

Santa Fe Campus
Financial Aid Office
St. John's College
1160 Camino Cruz Blanca
Santa Fe, NM 87505-4599
Fax: 505-984-6164

Office Use Only:

Verification Completed By: _____

Date _____