

Your 2024-2025 FAFSA was selected by the U.S. Dept. of Education for a review process called verification. Your financial aid will be placed on **hold** until this process is completed. You must complete and sign this worksheet, attach any required or requested documents, and submit them to the Financial Aid office. If you have questions, contact the Financial Aid office as soon as possible so that your financial aid will not be delayed. We are here to help!

Questions? Phone: (503)375-7006 | Email: financialaid@corban.edu

 Student's Last Name Student's First Name Student's Last 4 Digits of SSN

INFORMATION TO INCLUDE IN THE CHART BELOW (complete both steps):

Step 1. List everyone in your household following these guidelines

- **Yourself** (the student)
- **Your spouse** (if married)
- **Your or your spouse's children**, if you or your spouse will provide more than half of their financial support from July 1, 2024 through June 30, 2025. Include children who meet this description even if they do not live with you.
- **Other people** if they currently live with you and either you or your spouse provide more than half of their financial support, and will continue to do so from July 1, 2024 through June 30, 2025.

Step 2. Provide college information for students who will be enrolled at least half-time in a degree, diploma, or certificate program at an eligible college from July 1, 2024 through June 30, 2025. **DO NOT** include college information for a parent who is attending college or a student who has not graduated from high-school, but is taking college classes. *Include the **FULL** name of the college.*

First and Last Name	Age	Relation-ship	College Name (If applicable)	Will be enrolled at least half-time?
<i>Example Student</i>	<i>20</i>	<i>Husband</i>	<i>Corban University</i>	<i>Yes</i>
		Self		

IMPORTANT: DO NOT SUBMIT THIS FORM OR ANY SUPPORTING DOCUMENTS VIA EMAIL.
Return this form and required documents using one of the following methods:
 Mail, Fax, or Hand-deliver to: Corban University Financial Aid, 5000 Deer Park Drive SE, Salem, OR 97317.
 Secure Fax: (503)585-4316

Student (and Spouse's) Income Information—Calendar Year 2022:

1. Did you (and/or your spouse, if applicable) file taxes in 2022? Yes No
If "Yes", proceed to question 2. If "No" proceed to Section B.
2. Did you use the IRS Data Retrieval Tool (DRT) to load your 2022 tax information into your FAFSA? Yes No
If "Yes", proceed to Section C. If "No" proceed to Section A.

Section A

What was your tax filing status in 2022? (choose one):

- Single Married—filed separate return
 Head of household Qualifying widow(er)
 Married—filed joint return

Has your marital status changed since you filed your 2022 taxes? Yes No

If your marital status has changed, you will be unable to use the IRS Data Retrieval Tool (DRT) and will need to provide a copy of your (and your spouse's, if applicable) **2022 federal tax return** or a copy of your **2022 tax return transcript** (and signed copy of 1040X if an amended return was filed).

Three ways to submit 2022 federal tax information are:

1. **IRS Data Retrieval Tool (DRT):**
Log into the student's 2024-2025 FAFSA at fafsa.gov. Navigate to the financial information section. You will see a "Link to IRS" button if you are eligible to use the IRS DRT. Click it. Enter your information exactly as it appears on your 2022 federal tax return and hit "submit". Check the box by "Transfer my Tax Information into the FAFSA" and click the "Transfer Now" button. For your protection, your tax information will not be displayed. Remember to electronically sign and submit the FAFSA again using your personal FSA ID and password.
2. **IRS Tax Return Transcript:**
Go to <https://www.irs.gov/individuals/get-transcript>. Select either "Get Transcript Online" or "Get Transcript by Mail". Be sure to request the Tax Return Transcript for 2022. Once received, mail or fax the transcript to our office. Please put the student's name on the transcript.
3. **Signed copy of your 2022 federal tax return:** Please sign the tax return even if you submitted it electronically. Include Schedules 1, 2, and 3, if you were required to file them. Mail or fax a copy to our office.

If your marital status is currently *married*, you will need to provide this information for both you AND your spouse. This is true even if you were unmarried in 2022 when you filed your taxes.

Section B

Student (and/or spouse, if applicable) will not, and are not required to, file a 2022 federal tax return. If so, complete the chart below and provide a Verification of Non-filing Letter. *See below for instructions.

My income for **2022** was from the source(s) and in the amount(s) listed below (List every employer even if they did not issue a W-2):

You must submit copies of any W-2s you received for 2022.

<u>Employer's Name</u>	<u>Student/Spouse</u>	<u>Amount Earned in 2022</u>

Enter "0" if you had no income in 2022

Total Income Earned from work: \$ _____

***IMPORTANT: For students or spouses who did not file, and were not required to file a 2022 federal tax return:**

Independent students (and their spouses, if applicable) are required to submit proof of non-filing from the IRS if a 2022 tax return was not filed. Follow the tax return transcript instructions above, but request a "Verification of Non-filing Letter" for 2022 instead of a tax return transcript. Once received, mail or fax it to our office.

Section C

By signing, I affirm that all information on this form, and any attachments, is complete and accurate to the best of my knowledge. I understand that any false statement or misrepresentation may be cause for denial, reduction, withdrawal, and/or repayment of financial aid, and I may be subject to a fine, imprisonment, or both.

Student Signature

Date