

2023-2024 Verification Process Instructions

Your FAFSA has been selected for review in a process called “verification”. **Failure to respond with all required documents will result in the cancellation of all federal financial aid (grants and/or loans).** If there are differences between your FAFSA information and the verification documents, we will make the corrections.

Verification Process Deadlines

You must complete the verification process before your final eligibility for financial aid can be determined. **We strongly recommend all documents be submitted within 14 days of receipt of this verification notice.** If you do not complete the verification process, you forfeit federal student aid eligibility. **If you do not plan on attending Mount Aloysius College for the 2023-2024 school year, please notify us so you will no longer receive requests from our office.**

Please follow the verification checklist to ensure that you are submitting all documentation that may be required.

Return all documents to:

*Mount Aloysius College
Financial Aid Office
7373 Admiral Peary Hwy
Cresson, PA 16630*

Verification Checklist

<i>Document(s) Required</i>	<i>Student</i>	<i>Spouse</i>	<i>Mother/ Stepmother</i>	<i>Father/ Stepfather</i>
*Federal 2021 tax return transcript or SIGNED 1040 with SCH 1, 2 and 3 if applicable (required if you didn't use IRS data retrieval)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you did not file federal taxes, you must submit a confirmation of non-filing status from the IRS. (Parents and Independent Students and their Spouses only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you were required to amend your 2021 taxes we will need a SIGNED copy of your 1040 X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2023-2024 Verification Worksheet (attached) Be sure to complete all sections. If amounts are zero, please write \$0. All incomplete worksheets will be returned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of all 2021 W-2's (even if not filing a 2021 federal tax return, submit W-2's for all jobs worked)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule C, Schedule F or schedule K1 (if you own a Business, Farm, partnership or S Corp)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you paid child support in 2021, you must supply proof of all child support paid. Complete the CHILD SUPPORT PAID FORM which can be found at https://www.mtaloy.edu/admissions/financial-aid/forms/ . Acceptable documentation Is listed on this form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you receive Social Security Benefits , we will need benefit summary documentation from that agency of benefits received in 2021. (1099 SSA or direct deposit bank statements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Mount Aloysius College
 Financial Aid Office
 7373 Admiral Peary Highway
 Cresson, PA 16630

Phone: (814)886-6357
 Fax: (814)886-6463

2023-2024 Verification Worksheet

A. Student Information

Last Name _____ First Name: _____ MI: _____

Social Security #: _____ Phone: _____

B. Dependency Status and Family Information (Please check the box that indicates your status)

Dependent Student*

Please include:

- You and your parent(s)
- Your parents' dependent children,
if your parents will provide more than 1/2 of their support

**A student is considered dependent if he/she was required to provide parental data on the FAFSA.*

Independent Student*

Please include:

- You and your spouse, if married
- Your dependent children, **if you provide more than 1/2 of their support.**

**A student is considered independent if he/she was not required to provide parental data on the FAFSA.*

If Independent list other people as part of your household only if they now live with you **AND** you provide **more than 1/2** of their support **AND** will continue to provide more than 1/2 of their support from July 1, 2023 through June 30, 2024. **If Dependent** list other people as part of your household only if they now live with your parents **AND** your parents provide **more than 1/2** of their support **AND** will continue to provide more than 1/2 of their support from July 1, 2023 through June 30, 2024.

Full Name	Age	Relationship to student	College (will be at least 1/2 time between 07/01/23 to 06/30/24 and enrolled in a degree or certificate program)
		Self	Mount Aloysius College

Student (and Spouse, if married) Tax Forms and Income Information. Check one of the appropriate boxes below:

- Yes, I/We filed a 2021 Federal Tax Return. ***Please include W-2's**
- No, I/We did not, will not and am/are not required to file a 2021 Federal Tax Return. **If you are a Independent Student you must submit a confirmation of non-filing letter from the IRS. This can be retrieved from the IRS at IRS.gov. Please sign here if you did not file a 2021 Federal Tax Return:** _____

**If you did not file a tax return, but still have income from work in 2021 please list below and supply copies of any W-2s.*

Source _____ 2021 Amount Earned\$ _____
 Source _____ 2021 Amount Earned\$ _____

Parent(s)' Tax Forms and Income Information (for Dependent Students Only). Check one of the appropriate boxes below:

- Yes, my parent(s) filed a 2021 Federal Tax Return. ***Please include W-2's**
- No, my parent(s) did not, will not and are not required to file a 2021 Federal Tax Return. **Each parent that did not file must submit a confirmation of non-filing letter from the IRS. This can be retrieved from the IRS at IRS.gov. Each Parent that did not file a 2021 Federal Tax Return please sign:** _____

**If your parent(s) did not file a tax return, but still have income from work in 2021 please list below and supply copies of any W2's.*

Source _____ 2021 Amount Earned\$ _____
 Source _____ 2021 Amount Earned\$ _____

C. 2021 Tax and Income Information

If you and/or your spouse or your parent(s) filed a 2021 Federal Tax Return, please return to www.studentaid.gov and use the IRS Data Retrieval Tool to import your official 2021 tax information in the FAFSA. If you or your parent(s) are not eligible to use the IRS Data Retrieval Tool you and your parent(s) are required to submit a **2021 IRS Tax Return Transcript or a signed copy (must be a wet signature) of the 1040 with schedule 1,2 and 3 (if applicable).** To request a transcript, visit www.IRS.gov or call 1-800-908-9946.

Untaxed Income and Benefits and Income Exclusions in 2021. Please indicate your and your parents (if dependent) untaxed income below. **Enter "0" if the amount is zero. The form will be returned to you if you leave any blanks.**

Student(spouse)	Income Source/Exclusion	Parent(s) (step parent)
/yr	Child support received for all children. Do not include foster care or adoption payments.	/yr
/yr	Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits)	/yr
/yr	Veterans' non-education benefits, such as disability, Death Pension, Dependency & Indemnity Compensation (DIC), and or VA Educational Work-Study allowances.	/yr
/yr	Any other untaxed income or benefits not reported elsewhere, such as worker's compensation or disability, etc. Don't include , student aid, earned income credit, additional child tax credit, welfare payments, Workforce investment Act Educational benefits, combat pay, benefits from flexible spending arrangements, foreign income exclusions or credit for federal tax on special fuels.	/yr
/yr	Cash received, or any money paid on your behalf (e.g., bills), not reported elsewhere on this form.	/yr
/yr	Payments to tax-deferred pension and savings plan (paid directly or withheld from earnings), including, but not limited to, amounts reported on W-2 forms in boxes 12a through 12d, codes D, E, F, G, H and S	/yr
/yr	Taxable earnings from federal Work-Study or other need based work programs earned in 2021.	/yr
/yr	Combat pay or special combat pay. Only enter the amount that was taxable and included in the adjusted gross income. Do not enter untaxed combat pay reported on the W-2 (Box 12, Code Q)	/yr
/yr	Taxable grant or scholarship aid reported to the IRS in your Adjusted Gross Income. (You must submit page one of tax return showing that you claimed this in your AGI)	/yr

*Child Support PAID in 2021: **Complete and Submit: Child Support Paid Verification Form**

Check if any one in the household received:

SNAP (Food Stamps) \$ _____ month Social Security Benefits \$ _____ month *we will need benefit summary documentation from that agency of benefits received in 2021. MEDICAID

D. Sign This Worksheet

By signing this worksheet, I (we) certify that all of the information reported to qualify for federal financial aid is complete and correct. I (we) understand that giving false or misleading information on this worksheet can result in a fine, jail sentence, or both. *(If Dependent at least one parent must sign this form)*

Student Signature

Date

Parent Signature (if dependent)

Date

****Please note: All documents may be sent by U.S. Postal mail or encrypted email (We can not accept emails that are not encrypted) If sending documents by encrypted email we cannot accept pictures. The documents must be in their original format.**

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