



## D. Tax Filing Status and Income Information

PARENT(S):		STUDENT:	
<b>1) Check one of the following</b>		<b>2) Check one of the following</b>	
<input type="checkbox"/>	My parent(s) filed a 2021 Federal Tax Return and used the Data Retrieval Tool (DRT)	<input type="checkbox"/>	I filed a 2021 Federal Tax Return and used the Data Retrieval Tool (DRT)
<input type="checkbox"/>	My parent(s) filed a 2021 Federal Tax Return and DID NOT use the DRT *	<input type="checkbox"/>	I filed a 2021 Federal Tax Return and DID NOT use the DRT *
<input type="checkbox"/>	My parent(s) was not employed and had no earned income in 2021 and did not file a 2021 Federal Tax Return.**	<input type="checkbox"/>	I was not employed and had no earned income in 2021 and did not file a 2021 Federal Tax Return.**
<input type="checkbox"/>	My parent(s) did not file a 2021 Federal Tax Return but did work and/or have earned income and have included W-2(s) and listed income below. **  Income: \$ _____	<input type="checkbox"/>	I did not file a 2021 Federal Tax Return but did work and/or have earned income and have included W-2(s) and listed income below. **  Income: \$ _____

**\*All tax filers must submit a 2021 Federal Tax Return Transcript or use the IRS Data Retrieval Tool within the FAFSA.**

The easiest way is going online and filling out the electronic form at [www.irs.gov](http://www.irs.gov) under 'Tools' select/click 'Get a Tax Transcript' then under item '3' select the electronic form. Or telephone 1-800-908-9946, this may take longer.

**\*\*Student/Spouse that didn't file a 2021 federal tax return must submit a Verification of Non-Filing Letter from the IRS.**

The easiest way is going online and filling out the electronic form at [www.irs.gov](http://www.irs.gov) under 'Tools' select/click 'Get a Tax Transcript' then select to 'Get transcript online'. You can also complete the Form 4506-T and send it in to the IRS to request this.

## E. Certification and Signatures

*By signing this form, I affirm that all information on this form and any attachments are complete and accurate to the best of my knowledge. If requested, I agree to provide documentation to support the information I have provided on this form. I understand that if I purposely give false or misleading information on this worksheet it may be cause for denial, reduction, withdrawal, and/or repayment of financial aid, and I may be subject to a fine, imprisonment or both, under provisions of the United States Criminal Code.*

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Student Signature

Date

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Parent Signature

Date

*Submit this worksheet to:  
 Lourdes Financial Aid Office  
 6832 Convent Blvd. Sylvania, Ohio 43560  
 Phone: 419-824-3732 Fax: 419-517-8921  
 Email: [financialservices@lourdes.edu](mailto:financialservices@lourdes.edu)*

## 2023-24 Verification Worksheet

*For the V4 Verification, students may omit sections B, C, & D.*

### F. High School Completion Status

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Provide **one** of the following documents that indicate the student's high school completion status when the student will begin college in 2023-2024:

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student's General Educational Development (GED) certificate or GED transcript.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.

Student Name \_\_\_\_\_ Lourdes  
ID \_\_\_\_\_

### G. Identity and Statement of Educational Purpose (To Be Signed at the Institution)

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The student must appear in person at Lourdes University to verify his or her identity by presenting 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 with the date it was received and the name of the official at the institution authorized to collect the student's ID.

**In addition, the student must sign, in the presence of the institutional official, the following:**



#### **Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this  
(Print Student's Name)

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  
Lourdes University for 2023-2024.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's ID Number)