Cloud County Community College Financial Aid Office
2023-2024 Academic Year – V5 Verification Worksheet

2221 Campus Drive Concordia, KS 66901 • 800-729-5101 Ext. 280 • Fax 785-243-1839
finaid@cloud.edu

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called Verification. You and one parent *(if dependent)* must complete and sign this worksheet, attach any required documents, and submit to the CCCC Financial Aid Office.

_____
Last Name   First Name   MI

_____
CCCC ID# or SSN   Phone number (include area code)

Verification forms must be received 4 weeks prior to the first day of classes for your Financial Aid File to be completed before payment is due. Forms received after this date will be processed; however, you may have a later disbursement date and may need to set up a payment plan.

A. FAMILY INFORMATION - **Please check the box that indicates your current status.**

☐ **Dependent** – *A student is considered dependent if they are required to provide parental data on the FAFSA*
   List below the people in the parents' household. Include:
- You and the parents (including a stepparent) <u>even if you do not live with the parents</u>.
- The parents' other children **if** the parents will provide **more than half** of their support from July 1, 2022 - June 30, 2023, **or** if the other children would be required to provide parental information if they were completing a 2023-2024 FAFSA. Include children who meet **EITHER** of these standards <u>even if the children do not live with the parents</u>.
- Other people if they now live with the parents **AND** the parents provide more than half of the other people's support and will continue their support through June 30, 2023.

☐ **Independent** – *A student is considered independent if they are not required to provide parental data on the FAFSA*
   List below the people in the students' household. Include:
- You and your spouse, if married.
- The student's or spouse's children if the student or spouse will provide **more than half** of the children's support from July 1, 2022 – June 30, 2023, <u>even if the children do not live with the student</u>.
- Other people if they now live with the student **AND** the student or spouse provides more than half of the other people's support and will continue to provide more than half of their support through June 30, 2023.

List ALL the people in your household, including names and ages. For clarification see above. Please also clarify whether the household member will be supported 50% or more. Provide the name of the college for any household member who will be attending at least half time between July 1, 2022, and June 30, 2023.

Full Name of Person in Household	Age	Relationship to Student	Do your parents (Dependent) or You (Independent) support this person 50% or more?	Enrolled at least 1/2 Time? (6 Hours/Semester) **(Yes or No)**	College Name **(Do NOT include Parents)**
		Self (Student)	Yes	Yes	Cloud County Community College

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finaid@cloud.edu • https://mappingyourfuture.org/MappingXpress/cccc/ Passcode: Cloud65

_____

Last Name	First Name	SS # or Student ID #

B. INCOME INFORMATION FOR TAX FILERS ~ Check ONE for Student & for Parent if Dependent

Student / (spouse, if married)

☐ The student <u>has used or will use</u> the IRS DRT in the *FAFSA* to transfer 2020 IRS Income Tax Return information.

☐ The student <u>has not used or is unable to use</u> the IRS DRT in the *FAFSA* and will provide the **Tax Return Transcript or signed copy of the 2021 IRS Tax Return and applicable schedule**

   ____ *The 2021 IRS Tax Return Transcript is provided*   **OR**   _____*The 2021 IRS Tax Return is provided*

☐ The student did not file 2021 income taxes and must complete *SECTION C below.*

Parent(s) – If Dependent Student

☐ The parent(s) <u>have used or will use</u> the IRS DRT in the *FAFSA* to transfer 2021 IRS Income Tax Return information.

☐ The parent(s) <u>have not used or are unable to use</u> the IRS DRT in the *FAFSA* and will provide the **Tax Return Transcript or signed copy of the 2021 IRS Tax Return and applicable schedules.** If parents filed separate tax returns, the DRT cannot be used and the transcript or signed tax return/applicable schedules must be provided for each parent.

   ____ *The 2021 IRS Tax Return Transcript is provided*   **OR**   _____*The 2021 IRS Tax Return is provided*

☐ The parent(s) did not file 2021 income taxes and must complete *SECTION C below.*

C. INCOME VERIFICATION FOR NON-TAX FILERS – Complete for all nontax filers in household.

Independent students and parent(s) must provide **Verification of Non-Filing** documentation from the IRS or other relevant Tax Authority dated on or after October 1, 2022, that indicates a 2021 IRS Income Tax Return was not filed with the IRS or other relevant Tax Authority.

☐ The **Dependent student** was not employed and had no income earned from work in 2021.

☐ Neither parent(s) was employed, and neither had income earned from work in 2021.
   - **Verification of Non-Filing Required (See Page 3)**

☐ The **Independent student** was not employed and had no income earned from work in 2021.
   - **Verification of Non-Filing Required (See Page 3)**

☐ The **Independent student's spouse** was not employed and had no income earned from work in 2021.
   - **Verification of Non-Filing Required (See Page 3)**

☐ **For all students/parents, if employed in 2021 and did not file a tax return**, list below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is provided. List every employer even if the employer did not issue an IRS W-2 form in the space below and **include copies of all W-2's**.

Employer's Name(s)	2021 IRS W-2 or 1099 Provided (Yes/No)	Verification of Non-Filing provided (Yes/No)	Student/Spouse (if married) Annual Amount Earned in 2021	Parent(s) – (if Dependent) Annual Amount Earned in 2021
Total Amount of Income Earned From Work			$	$

SIGN THIS WORKSHEET: Each person signing this form certifies that all the information reported on it is complete and correct. **If Dependent, the student and at least one parent must sign and date the form.** If you purposely give false or misleading information, you may be fined, sentenced to jail or both.

_____   _____
Student Signature   Date   Parent Signature (**Required for Dependent Student**) Date

_____
| Last Name | First Name | SS # or Student ID # |

D.   Identity and Statement of Educational Purpose

(To be used when completing In-Person with a CCCC Official)

The student must appear in person at Cloud County Community College to verify his/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.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose
                       Print Student's Name

and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Cloud County Community College for 2023-2024.

_____   _____
Student Signature   Date

Identification was presented to, and the Statement of Educational Purpose was signed in the presence of a Cloud County Community College Official:

_____   _____   _____
Print Name   Signature   Date

_____

| Last Name | First Name | SS # or Student ID # |

D.   Identity and Statement of Educational Purpose

(To be used when completing in front of a Notary Public)

If the student is unable to appear in person at Cloud County Community College to verify his/her identity and complete the Statement of Educational Purpose, they may complete in front of a Notary Public. The Notary Certificate of Acknowledgement must be completed in its entirety. A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the Notary Certificate of Acknowledgement must be included when returning this worksheet.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose
                                    Print Student's Name

and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Cloud County Community College for 2023-2024.

_____   _____
Student Signature   Date

Notary's Certificate of Acknowledgement

State of _____ City/County of _____

On_____, before me, _____,
             (Date)   (Notary's Name)

personally appeared, _____, and proved to me because
                                      (Printed Name of Signer)

of satisfactory evidence of identification _____
                                              (Type of unexpired government-issued photo ID provided)

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

WITNESS my hand and official seal _____
                                                      (Notary's Signature)

     (Seal)

My Commission Expires on_____

The best way to verify income is by using the **IRS Data Retrieval Tool (IRS DRT**) that is part of the FAFSA on the Web at www.studentaid.gov. In most cases, no further documentation is needed to verify 2021 income information that was transferred into the student's FAFSA using the **IRS DRT** if that information was not changed by the FAFSA filer.

If the student/parent(s) are unable or choose not to use the **IRS DRT** in the FAFSA application, they must provide the school with the **Tax Return Transcript(s) or signed copy of the IRS Tax Return and applicable schedules.**

A 2021 Income Tax Return Transcript may be obtained through the IRS
The transcript is generally received within <u>10 business days</u> from IRS's receipt of online, telephone, or paper request form.

In most cases, for electronic tax return filers, 2021 IRS Income Tax Return information is available for the IRS Tax Return Transcript within 2-3 weeks after the 2021 electronic Income Tax Return has been accepted by the IRS.

Generally, for filers of 2021 paper IRS Income Tax Returns, the 2021 IRS Income Tax Return information is available for the IRS Tax Return Transcript within 6-8 weeks after the 2021 paper IRS Income Tax Return has been received by the IRS.

How to Request Your Tax Transcript:

• **Get Transcript by Mail** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.

• **Get Transcript Online** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.

• **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.

• **Paper Request Form** – IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form. If the student and spouse filed separate 2021 IRS income tax returns, the IRS DRT cannot be us

Contact the Financial Aid Office at 1-800-729-5101 if more information is needed about obtaining an IRS Tax Return Transcript.

If unable to order a Tax Return Transcript with any of the above method(s) please contact the IRS at 1-800-829-1040 to speak directly with an IRS Representative.

A Verification of Non-Filing may be obtained through the IRS
- **Print and complete the IRS Form 4506-T at https://www.irs.gov/pub/irs-pdf/f4506t.pdf.** Mail or fax the original directly to the IRS according to the information on the form.

- **Send a copy of the 4506-T form to the CCCC's Financial Aid Office by fax or upload through Mapping Xpress (See instructions in the worksheet header).** This serves as proof that you have requested the required documentation.

- Documentation provided from the IRS or other relevant tax authority must be dated on or after October 1, 2022, that indicates a 2021 IRS Income Tax Return was not filed with the IRS or other tax authority.

- If you and/or your parent(s) do not receive the Verification of Non-Filing form, please contact the IRS at 800-829-1040 to speak directly with an IRS Representative.

- If after speaking with the IRS, you are still not able to obtain the Verification of Non-Filing please contact us immediately. There will be additional paperwork to document that you are not able to obtain the Verification of Non-Filing.

- If a student/spouse/parent did not file but is *required* to file a 2021 Income Tax Return, additional information may be required to be submitted to the Financial Aid Office.