

## 2023-2024 Independent Verification Worksheet (V1, V5)

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called Verification. Federal law requires the CCTC Financial Aid Office to compare the information from your FAFSA with copies of your 2021 IRS Federal tax returns or other financial aid documents. This process is required before awarding federal student aid.

- Bring this worksheet both completed and signed to the Financial Aid Office on your campus. *Attach any required documentation.*
- To request a copy of your 2021 Tax Return Transcript and/or W-2 Form(s), contact the Internal Revenue Services at IRS.GOV. You may submit a signed copy of your 2021 Federal income tax return.
- The Financial Aid Office may ask you for additional information or documentation. If there are differences, your FAFSA information may be corrected by the Financial Aid Office.

### A. Student Information

|                         |                      |              |                |
|-------------------------|----------------------|--------------|----------------|
| LAST NAME               | FIRST NAME           | M.I.         | STUDENT ID#    |
| ADDRESS (INCLUDE APT #) |                      | CITY         | STATE ZIP CODE |
| DATE OF BIRTH           | MYCCTC EMAIL ADDRESS | PHONE NUMBER |                |

### B. Family/Household Information

List the people in your household. This includes:

- \* **You**, the student
- \* **Spouse**, if married
- \* **Children** (even if they do not live with you) or **other dependents** if you or your spouse provides more than half of the individuals support from July 1, 2023 through June 30, 2024.

Marital status options: **Never Married, Married/Remarried, Separated/Divorced, or Widowed.** *Only list the college if the student in your household is enrolled at least half time.*

| Full Name | Marital Status | DOB | Relationship | College |
|-----------|----------------|-----|--------------|---------|
|           |                |     | SELF         | CCTC    |
|           |                |     |              |         |
|           |                |     |              |         |
|           |                |     |              |         |
|           |                |     |              |         |
|           |                |     |              |         |

*Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.*

| 2021 Tax Information                             | Documentation Required                  |
|--|---|
| Earned income & filed taxes in 2021              | 2021 Tax Return/Tax Transcript from IRS |
| Earned income, not required to file              | 2021 W-2 form(s)                        |
| Did not earn any income in 2021                  | Letter of Non-Filing from the IRS       |
| Used the <b>IRS Data Retrieval Tool</b> in FAFSA | No documentation required               |

Separate tax information for **SPOUSE** is required if:

1. You filed your taxes as **“Married Filing Separately”**, or
2. You **became married** after filing your 2021 taxes but before you signed the FAFSA.

**Note:** If you were **married** on or before December 31, 2021—your tax filing status must reflect ‘Married Filing Joint’ or ‘Married Filing Separately’ on the tax return/transcript. If you were **separated** on or before December 31, 2021—valid documentation must be submitted to verify separation in order for a filing status of ‘Single’ or ‘Head of Household’ to be accepted and for amendment of taxes not to be required. If you had an **amended tax return**, you must also submit a copy of the Amended Tax Return (1040X).

**C. Income Information**

Select one for each column.

| Student   | Spouse (if applicable)   |
|---|--|
| <input type="checkbox"/> I used the IRS Data Retrieval Tool to transfer my 2021 income information into the FAFSA.  | <input type="checkbox"/> We filed as “Married Filing Joint” and used the IRS Data Retrieval Tool to transfer my 2021 income information into the FAFSA.  |
| <input type="checkbox"/> I did not use the IRS Data Retrieval Tool but I did file taxes. A copy of my 2021 Tax Return or IRS Tax Return Transcript is attached.                           | <input type="checkbox"/> We filed as “Married Filing Separately” , a copy of my 2021 Tax Return or IRS Tax Return Transcript is attached.  |
| <input type="checkbox"/> I earned income did not and was not require to file a 2021 Federal Income Tax Return. A copy of my W-2 forms and Letter of Non-Filing from the IRS are attached. | <input type="checkbox"/> I earned income but did not and was not require to file a 2021 Federal Income Tax Return. A copy of my W-2 forms and a Letter of Non-Filing from the IRS is attached. |
| <input type="checkbox"/> I did NOT earn income from work in 2021 and do not have a 2021 W-2 to provide. A Letter of Non-Filing from the IRS is attached.                                  | <input type="checkbox"/> I did NOT earn income from work in 2021 and do not have a 2021 W-2 to provide. A Letter of Non-Filing from the IRS is attached.                                       |

**D. Income Information for Non Tax-Fileers Only**

If you and/or your spouse were not required to file a 2021 U.S. Income Tax Return, list every employer below and any income received in 2021. W-2 forms and a Letter of Non-Filing from the IRS must be attached.

| Employer | Amount Earned in 2021 | Student or Spouse | W-2 Submitted? (Y/N) |
|----------|-----------------------|-------------------|----------------------|
|          |                       |                   |                      |
|          |                       |                   |                      |
|          |                       |                   |                      |

**E. Signature and Certification**

Each person signing below certifies that all information reported is complete and correct. The student whose information was reported on the FAFSA must sign and date below. **WARNING: If you purposely give false or misleading information you may be fined, sentenced to jail, or both.**

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SPOUSE SIGNATURE (Optional)

\_\_\_\_\_  
DATE