CLOUD COUNTY COMMUNITY COLLEGE   2019-2020

Financial Aid Office • 2221 Campus Drive • Concordia, KS 66901
800-729-5101 ext 281 • Fax 785-243-1839 • finaid@cloud.edu

V1 – Standard Verification Group Worksheet

Your 2019-2020 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 the form along with any other additional information required by the 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 for the start of classes.

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) even if you do not live with the parents.
- The parents' other children **if** the parents will provide more than half of their support from July 1, 2019 - June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019-2020. Include children who meet either of these standards even if the children do not live with the parents.
- 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, 2020.

☐ **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, 2019 – June 30, 2020, even if the children do not live with the student.
- 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, 2019.

List ALL the people in your household, including their names and ages, for clarification see above. Provide the name of the college for any household member who will be attending at least halftime between July 1, 2019 – June 30, 2020.

Full Name of Person in Household	Age	Relationship	Full College Name (do not include Parent enrollment)	Will be enrolled at Least Half Time (Yes or No)
		Self (student)	Cloud County Community College	

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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 2017 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 2017 IRS Tax Return.**

     _____ The 2017 IRS Tax Return Transcript is provided   **OR**   *_____The 2017 IRS Tax Return is provided*

☐ The student did not file 2017 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 2017 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 2017 IRS Tax Return.**

     _____ The 2017 IRS Tax Return Transcript is provided   **OR**   *_____The 2017 IRS Tax Return is provided*

☐ The parent(s) did not file 2017 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, 2018 that indicates a 2017 IRS Income Tax Return was not filed with the IRS or other relevant Tax Authority.

☐ The **Dependent** student/spouse was not employed and had no income earned from work in 2017.

☐ The **Independent** student/spouse was not employed and had no income earned from work in 2017.
  - **Verification of Non-Filing Required**

☐ Neither parent(s) was employed, and neither had income earned from work in 2017.
  - **Verification of Non-Filing Required**

☐ **For all students/parents, if employed in 2017 and did not file a tax return**, list below the names of all employers, the amount earned from each employer in 2017, 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	2017 IRS W-2 or 1099 Provided	Verification of Non-Filing provided	Student/Spouse (if married) Annual Amount Earned in 2017	Parent(s) – (if dependent) Annual Amount Earned in 2017
Total Amount of Income Earned From Work			$	$

D. <u>SIGN THIS WORKSHEET:</u> 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.**

> **Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail or both.**

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

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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 FAFSA.gov.   In most cases, no further documentation is needed to verify 2017 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.**

A **2017 Income Tax Return Transcript** may be obtained through the IRS:

- **Get Transcript by MAIL –** Go to www.irs.gov, click on "Get Your Tax Record" then click "**Get Transcript by MAIL**." Make sure to request the "IRS Tax Return Transcript" and *NOT* the "IRS Tax Account Transcript."

- **Get Transcript ONLINE** – Go to www.irs.gov, click on "Get Your Tax Record" then click "**Get Transcript ONLINE.**" Make sure to request the "IRS Tax Return Transcript" and *NOT* the "IRS Tax Account Transcript."

- **Automated Telephone Request ~** 1-800-829-0582

- **Paper Request Form ~** Go to www.irs.gov and print **IRS Form 4506T-EZ or IRS Form 4506-T**

In most cases, for electronic tax return filers, 2017 IRS Income Tax Return information is available for the IRS Tax Return Transcript within 2-3 weeks after the 2017 electronic Income Tax Return has been accepted by the IRS.

Generally, for filers of 2017 paper IRS Income Tax Returns, the 2017 IRS Income Tax Return information is available for the IRS Tax Return Transcript within 6-8 weeks after the 2017 paper IRS Income Tax Return has been received by the IRS.

Contact the Financial Aid Office if more information is needed about obtaining an IRS Tax Return Transcript.

If the student and spouse filed separate 2017 IRS Income Tax Returns, the IRS DRT cannot be used and the **2017 IRS Tax Return Transcript(s) or signed copy of the IRS Tax Return, must be provided for each.**

A **Verification of Non-Filing** may be obtained through the IRS:

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2017 IRS Income Tax Return was not filed with the IRS or other tax authority.

A verification of non-filing can be obtained from the IRS using form 4506-T and checking box 7.

- **Verification of Non-filing ~** Go to www.irs.gov and print **IRS Form 4506-T – submit to IRS**

If multiple attempts to obtain the Verification of Non-filing from the IRS have been unsuccessful, the student/parent(s) may complete the Verification of Non-filing form. Please access www.cloud.edu to obtain this form.

If a student/spouse/parent did not file but is ***required* to file a 2017 Income Tax Return, additional information may be required to be submitted to the Financial Aid Office

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If unable to order a tax return transcript with any of the above method(s) please contact the IRS at 800-829-1040 to speak directly with an IRS representative.