

Cloud County Community College Financial Aid Office

2021-2022 Academic Year – V5 Aggregate Verification Group Worksheet

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

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

Your 2021-2022 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
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CCCC ID# or SSN	Phone number (include area code)
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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 and verified but you may have a later disbursement date.

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

<input type="checkbox"/>	<p>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:</p> <ul style="list-style-type: none"> 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, 2021 - June 30, 2022, or if the other children would be required to provide parental information if they were completing a 2021-2022 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, 2022.
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<input type="checkbox"/>	<p>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:</p> <ul style="list-style-type: none"> 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, 2021 – June 30, 2022, <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, 2022.
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List ALL of 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, 2021 and June 30, 2022.

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

Student / (spouse, if married)

- The student has used or will use the IRS DRT in the *FAFSA* to transfer 2019 IRS Income Tax Return information.
- The student has not used or is unable to use the IRS DRT in the *FAFSA* and will provide the **Tax Return Transcript or signed copy of the 2019 IRS Tax Return and applicable schedules.**
- The 2019 IRS Tax Return Transcript is provided OR The 2019 IRS Tax Return is provided
- The student did not file 2019 income taxes and must complete **SECTION C below.**

Parent(s) – If Dependent Student

- The parent(s) have used or will use the IRS DRT in the *FAFSA* to transfer 2019 IRS Income Tax Return information.
- The parent(s) have not used or are unable to use the IRS DRT in the *FAFSA* and will provide the **Tax Return Transcript or signed copy of the 2019 IRS Tax Return and applicable schedules.**
- The 2019 IRS Tax Return Transcript is provided OR The 2019 IRS Tax Return is provided
- The parent(s) did not file 2019 income taxes and must complete **SECTION C below.**

C. INCOME VERIFICATION FOR NONTAX 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, 2020 that indicates a 2019 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 2019.
- Neither parent(s) was employed, and neither had income earned from work in 2019.
- **Verification of Non-Filing Required**
- The **Independent student** was not employed and had no income earned from work in 2019.
- **Verification of Non-Filing Required**
- The **Independent student’s spouse** was not employed and had no income earned from work in 2019.
- **Verification of Non-Filing Required**
- For all students/parents, if employed in 2019 and did not file a tax return**, list below the names of all employers, the amount earned from each employer in 2019, 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	2019 IRS W-2 or 1099 Provided	Verification of Non-Filing Provided	Student/Spouse (if married) Annual Amount Earned in 2019	Parent(s) – (if dependent) Annual Amount Earned in 2019
Total Amount of Income Earned From Work:			\$	\$

D. IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE ~ TO BE SIGNED AT THE INSTITUTION

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The student **must appear in person at Cloud County Community College** to verify his or 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 as provided below.

Statement of Educational Purpose:

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

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 2021-2022.

Student Signature

(Student ID#)

Date

E. HIGH SCHOOL COMPLETION STATUS – Provide one of the following documents that will indicate the student's high school completion status when the student begins college in 2021-2022.

- A copy of the student's high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript received by the student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- An academic transcript that indicates that the student successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree.
- For a student who was homeschooled in a State where State law requires the student obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a State where State law does not require the 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 includes a statement that the student successfully completed a secondary school education in a homeschool setting.

A student who is unable to obtain documentation listed above must contact the Financial Aid Office.

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

- F. 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. Please Note: We cannot accept electronic signatures. Please print out this form to sign before submitting.**

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 www.studentaid.gov. In most cases, no further documentation is needed to verify 2019 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 **2019 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.”

To use the Get Transcript Online Tool, the user must have

- Access to a valid email address
- A text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and
- Specific financial account numbers (such as credit card number or an account number for a home mortgage or auto loan).

The transcript displays online upon successful completion for the IRS's two-step authentication.

- **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, 2019 IRS Income Tax Return information is available for the IRS Tax Return Transcript within 2-3 weeks after the 2019 electronic Income Tax Return has been accepted by the IRS.

Generally, for filers of 2019 paper IRS Income Tax Returns, the 2019 IRS Income Tax Return information is available for the IRS Tax Return Transcript within 6-8 weeks after the 2019 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 2019 IRS Income Tax Returns, the IRS DRT cannot be used and the **2019 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:

- **Print and complete the IRS Form 4506-T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>.**
- **Return the 4506-T form to the CCCC's Financial Aid Office by fax or upload through Mapping Xpress. We will confirm information is accurate and will submit the request to the IRS.**

Documentation provided from the IRS or other relevant tax authority must be dated on or after October 1, 2020 that indicates a 2019 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 800-829-0582 ext. 652 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 2019 Income Tax Return, additional information may be required to be submitted to the Financial Aid Office.**

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.