

## Verification Worksheet — 2023-2024

## Dependent Student

**A. Student Information**

Student \_\_\_\_\_ Valley ID # V00 \_\_\_\_\_

Phone Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) has been selected for verification. Federal regulations state that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, the Student Financial Services Office will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected electronically by the Student Financial Services Office. This worksheet and other required documents should be submitted to the Student Financial Services Office within 30 days. **Financial aid will not be authorized to your account until the verification process has been completed and your corrected file is back from the Federal Processor.**

**B. Family Information**

**List the people in your parent's household.** Include yourself. The parent(s) you used on the FAFSA (including stepparent if your parent is remarried) and all other children living in the household for whom your parents will provide more than half of their support from July 1, 2023 through June 30, 2024. If your legal parents are unmarried and living together include income and other information for parent 1 and parent 2 regardless of marital status or gender of the parents. Include other people if they now live with your parents, and your parents provide more than half of their support, and will continue to provide more than half of that person's support through June 30, 2024. **Do not include foster children or children for whom your parent(s) pay child support.**

Full Name	Age	Relationship	Name of College
1.		Self/Student	Kalamazoo Valley Community College
2.			
3.			
4.			
5.			
6.			
7.			

**C. Student Tax and Income Information****2021 Tax Filing Status** **2021 Tax Filers**

- I used the IRS Data Retrieval Tool when completing the FAFSA and did not change the imported data.
- I have provided or will provide my signed 2021 Federal Tax Return with Schedule(s) 1, 2, or 3.

 **2021 Non-tax Filers**

- I did not have work earnings in 2021.
- I had work earnings, but was not required to file – and I have attached or will submit copies of my 2021 W-2's.

## D. Parent Tax and Income Information

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### 2021 Tax Filing Status

**2021 Tax Filers (Parent(s)/Step Parent)**

- Parent/Step-Parent used the IRS Data Retrieval Tool when completing the FAFSA and did not change the imported data.
- Parent/Step-Parent has provided or will provide their signed 2021 Federal Tax Return with Schedule(s) 1, 2, or 3.

**2021 Non-tax Filers**

- Parent/Step-Parent did not have work earnings in 2021 and parent/step-parent attached either the IRS Verification of Non-Tax Filing or the KVCC Non-Tax Filing Statement.
- Parent/Step-Parent had work earnings, but was not required to file and parent/step-parent attached or will submit copies of their 2021 W-2's or wage transcripts and the IRS Verification of Non-Tax Filing or the KVCC Non-Tax Filing Statement.

## E. Student and Parent Certification — Read and sign this certification.

By signing this worksheet, I certify that all the information reported is complete and correct. I further understand that purposely giving false or misleading information regarding eligibility for Federal or State aid may result in fines, jail terms or both. **Both handwritten signatures and dates are required. Required documents are scanned then destroyed and not available in the original format.**

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Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

### IRS Data Retrieval

The preferred method of obtaining tax information is to use the IRS Data Retrieval while doing the FAFSA or submitting corrections to the FAFSA. To use the IRS Data Retrieval Tool: log into your FAFSA at [studentaid.gov](http://studentaid.gov) using your FSA ID. Select the option Make FAFSA Corrections. Select the Financial Information Tab; this will bring you to the financial portion of the FAFSA. From here, follow the instructions to determine if you are eligible to use the Retrieval tool. If the "Link to IRS" box appears you must enter in your demographic information identical to what you filed your taxes under.

### By Mail

Go to [www.irs.gov](http://www.irs.gov) and select the option to **Get Your Tax Record**, then **Get Transcript by Mail**. You can elect to have the tax return transcript mailed to you in 5-10 business days.

If you choose to request a tax **RETURN** transcript by Mail you will be asked to provide your Social Security number and address that was used to submit your tax information. Remember this option takes between 5-10 business days.

### Download PDF to Print Tax Transcript Immediately

Go to [www.irs.gov](http://www.irs.gov) and select the option to **Get Your Tax Record**, then **Get Transcript Online**. You will create an account and download a PDF file to print off immediately. If you choose to create an account with the IRS you will need to verify your identity by providing a credit card number, home mortgage loan number, or an auto loan number. **You WILL NOT be charged, this is used to verify your identity.** Once you have created the account you can print off your tax return transcripts, wage transcripts, and/or verification of non-tax filing.

### Request by Phone

You can call the IRS automated number at 1-800-908-9946 and request a **2021** tax return transcript (**option 2**) **not** a tax account transcript. This should be mailed to you within 5-10 business days.

### Complete 4506-T Form to mail to IRS or Fax to IRS

You can submit the form 4506-T to the IRS to request a copy of your **2021** tax transcript, wage transcript, or verification of non-tax filing. This form can be obtained in the Student Financial Services Office or by going to the IRS.gov website.

\*\*\*If you are married and you and your spouse filed separate tax returns, you must submit tax return transcripts for both you and your spouse.

Student Financial Services Office-9210, 6767 West O Avenue, P.O. Box 4070 - Kalamazoo, MI 49003-4070, P: 269.488.4340, F: 269.488.4120, Email: [finaid@kvcc.edu](mailto:finaid@kvcc.edu)