

## Verification Worksheet — 2024-2025

## Independent Student

**A. Student Information**

Student \_\_\_\_\_ Valley ID # V00 \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Your 2024-2025 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 household.** Include yourself, your spouse (if married) and any children for whom you or your spouse will provide more than half of their support from July 1, 2024 through June 30, 2025, even if the child does not live with you. Include other people if they now live with you and you provide more than half of their support, and will continue to provide more than half of that person's support through June 30, 2025. **Do not include foster children or children for whom you/your spouse pay child support.**

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

**C. Student/Spouse Tax and Income Information****2022 Tax Filing Status** **2022 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 2022 Federal Tax Return with Schedule(s) 1, 2, or 3.

 **2022 Non-tax Filers**

- I did not have work earnings in 2022 and I have either attached a copy of my IRS Verification of Non-Tax Filing or the KVCC Non-Tax Filing Statement.
- I had work earnings but was not required to file and I have attached or will attach copies of my 2022 W-2's or wage transcripts and have attached a copy of my IRS Verification of Non-Tax Filing or the KVCC Non-Tax Filing Statement.

**D. Student 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. **Handwritten signature and date is required. Required documents are scanned then destroyed and not available in the original format.**

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

Date \_\_\_\_\_

### **IRS Direct Data Exchange**

**The preferred method of obtaining tax information is to use the IRS Direct Data Exchange (DDX) while doing the FAFSA or submitting corrections to the FAFSA.** To use the IRS Direct Data Exchange: Log into your FAFSA at [fafsa.gov](https://fafsa.gov) using your FSA ID. Select the option to "Make FAFSA corrections". Navigate to the "Provide Consent and Approval" page. This page allows student/parent(s) to give FAFSA the ability to obtain tax return information automatically from the IRS. Resubmit the FAFSA after making this correction.

### **By Mail**

Go to [www.irs.gov](https://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](https://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 **2022** 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 **2022** 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](https://www.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.