

2023-2024 V1 Dependent Verification

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called Verification. The U.S. Department of Education regulations require that before awarding Federal Student Aid, the Financial Aid Office must ask you to confirm information that you and your parent(s) reported on your 2023-2024 FAFSA.

It is requested that all Verification documentation be turned in without delay upon receiving a Verification notice. Failure or delay in the completion of the Verification process could jeopardize 2023- 2024 financial aid awards.

All documentation provided must include student's name, Student ID and original signature and date. Digital/e-signatures will not be accepted on any forms in the Verification process.

Instructions for Tax-Filers:

To obtain an IRS tax return transcript, you can go to www.IRS.gov and click on "Get My Tax Record" and then click on "Get Your Tax Record." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." Or you can call 1-800-908-9946. A signed copy of the 2021 income tax return and applicable schedules may also be accepted.

You may also request to receive your transcript by mail by clicking "Get Transcript by Mail" or by submitting the IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Please note that if you are eligible to use the IRS Data Retrieval Tool to link your taxes to the FAFSA, this option may limit any current and future request for verification and may result in a quicker resolution of your verification status.

Instructions for Non Tax-Filers:

A dependent student who is a non tax-filer is excluded from the verification requirement to provide confirmation of the dependent student's non-filing status from the IRS or other relevant tax authority.

Parent(s) of dependent students:

If you are married, confirmation of filing will be needed for both you and your spouse. If one of you filed and the other did not, we will need a transcript for one and a confirmation of non-filing for the other. If both of you did not file, we will need a confirmation of non-filing for both.

You will need to provide the following:

- A VERIFICATION OF UNUSUAL TAX CIRCUMSTANCES FORM (available on the college website under Forms tab)
- A listing of the sources of any income earned by the individual from work and the amount of income from each source; **AND**
- A copy of IRS Form W–2, or an equivalent document, for all sources of employment income received by the individual.
- Obtain a Verification of Non-Filing (VNF) Letter by going to www.IRS.gov and clicking "Get My Tax Record," then request a transcript online or by mail. You can also call 1-800-908-9946. If the IRS has no record of a 2021 tax return for you, you will receive a letter confirmation your non-filing.

If the individual is unable to obtain VNF from the IRS or other tax authorities and, contact the Financial Aid office and provide a signed statement certifying that the individual attempted to obtain the VNF from the IRS or other tax authorities and was unable to obtain the required documentation. Upon approval the Financial Aid staff will determine, your good-faith effort to obtain the required documentation and the college will accept—

- A signed statement certifying the individual has not filed and is not required to file an income tax return.

2023-2024 Dependent Household Information Worksheet

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the college.			and Charles ID at the t	1
(If more space is i	needed, attach a se	eparate page with your nam	ie and Student ID at the to	op)
NO FIELD SHOULD BE	E LEFT BLANK FOR	ANY MEMBER OF HOUSEH	OLD. IF LEFT BLANK, NEW	/ FORM WILL BE REQUESTED.
Full Name	Age	Relationship to student	College	Will be enrolled least half time
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Date (Required MM/DD/YYYY)

Parent Signature (Required)

2023-2024 Dependent Filing Status Worksheet

PLEASE CHECK ONE FOR STUDENT & ONE FOR PARENT AND FOLLOW ALL INSTRUCTIONS

Student Last	Student First	Middle Init	tial Student	ID School	_
		2021 Student N	on-Filers		
I did not (and was	not required to) file taxes	in 2021 – I did not h	ave any income earned from	work in 2021.	
I did not (and was	s not required to) file taxes	in 2021; however I v	vas employed. Please comple	ete information below	
and provide copies of	f all 2021 IRS W-2 forms iss	ued. List all employe	ers, even if the employer did	not issue a 2021 W-2	
form. If you do not ha	ave W-2's, submit a signed	/dated statement ex	plaining why the IRS Form V	V-2 is unavailable	
Emplo	oyer's Name	2021 Amount		IRS W-2 Provided?	
	, , , ,	Earned			
Suzy's Auto Body Sho	pp (example)	\$2,000.00		Yes	4
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	202	1 Student Federal Ir	ncome Tax Filers		
I filed taxes in 202					
	·	Tool in FAFSA on the	Web to transfer my 2021 IR	S income information into	
	either on the initial FAFSA				
			ill submit copies of my 2021	Federal Tax return	
	OR a signed copy of the to		· · · · · · · · · · · · · · · · · · ·		
		2021 Parent No	n-Filers		
My parents did not	t file 2021 Federal Taxes (n	or were they require	ed to do so) – Neither had an	y income from work in 2021	
(in addition to che	cking this box, your par	ents must submit d	confirmation of non-filing	for the 2021 tax year from	
	the	IRS or a relevant	tax authority)		
My parents did not	t file 2021 Federal Taxes (n	or were they require	d to do so); however, one (o	r both) was employed in	
2021. Please complet	te information below and p	provide copies of all 2	2021 IRS W-2 forms issued. L	ist all employers, even if the	
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employer did not issu	ue a 2021 IRS W-2 form. If y	ou do not have W-2	's, submit a signed/dated sta	tement explaining why the	
			's, submit a signed/dated sta our parents must submit c		
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Date (Required MM/DD/YYYY)

Parent Signature (Required)