

## 2022–2023 VERIFICATION WORKSHEET DEPENDENT STUDENT

Your 2022–2023 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Before awarding Federal Student Aid, the law says that we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at your school 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. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

### A. Dependent Student Information

Last Name	First Name	M.I.	Student Identification Number
Student Street Address (include apt. #)		Student Date of Birth	
City	State	Zip Code	Student Email Address
Student Home Phone Number (include area code)		Student Alternate or Cell Phone Number	

### B. Dependent Student Family Information

List below the people in your parent(s)' household. Include:

Yourself

Your parent(s) (including a stepparent) even if you don't live with your parent(s).

Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2022, through June 30, 2023, or if the other children would be required to provide parental information if they were completing a FAFSA for 2022–2023. Include children who meet either of these standards, even if they do not live with your parent(s).

Other people, if they now live with your parent(s) and your parent(s), provide more than half of their support and will continue to provide more than half of their support through June 30, 2023.

Include the name of the college for any household member, excluding the parents, who will be enrolled **at least half-time** in a degree, diploma, or certificate program at an eligible post–secondary educational institution any time between July 1, 2022, and June 30, 2023.

Full Name	Age	Relationship	College	Will be enrolled at least half time? (Yes or No)
		SELF	Iowa Lakes Community College	

NOTE: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible post–secondary educational institutions is inaccurate.

### C. Dependent Student Income Information to be Verified

**1. TAX RETURN FILERS – Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2020 or had a change in marital status after December 31, 2020.

#### Check the box that applies:

The student **has used** the IRS Data Retrieval Tool on the FAFSA.

The student is **unable or chooses not to use** the IRS DRT in FAFSA on the web and instead will submit to the school a **2020 IRS Tax Return Transcript** – not a photocopy of the income tax return. IRS Tax Return Transcripts are obtained by either 1) retrieving online, 2) ordering online, or 3) calling 1–800–908–9946 to order. If retrieving or ordering online, go to [www.IRS.gov](http://www.IRS.gov). Under the tools column, click Get Transcript for My Records. Select either Get Transcript Online or Get Transcript by Mail. If you select online, follow the instructions to create an account to retrieve your **2020 Tax Return Transcript**. If you order it to be sent by mail, make sure you order the **2020 Tax Return Transcript**. You will need your Social Security Number, date of birth, and the address on file with the IRS (normally, this will be the address used when the 2019 IRS tax return was filed).

Check here if a **2020 IRS Tax Return Transcript(s)** is provided.

Check here if a **2020 IRS Tax Return Transcript(s)** will be provided later.

## 2. TAX RETURN NON-FILERS

The student was not employed and had no income earned from work in 2020.

The student was employed in 2020 but will not file and **is not required** to file a 2020 U.S. Income Tax Return.

List below your employer(s) and the amount earned from each employer in 2019. List every employer, even if the employer did not issue an IRS W-2 form. PROVIDE COPIES OF ALL 2020 W-2 OR OTHER EARNING STATEMENTS. We may require you to provide documentation from the IRS that indicates your status as a non-filer (IRS 4506-T, question 7).

Employer's Name	2020 Amount Earned	IRS W-2 Provided?
Suzy's Auto Body Shop (example)	\$2,000.00	Yes

**D. Parent Income Information to Be Verified** – Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

**1. TAX RETURN FILERS – Important Note:** If the student's parent(s) filed or will file an amended 2020 IRS tax return, the student's financial aid administrator must be contacted before completing this section. The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2020 or had a change in marital status after the end of the 2020 tax year on December 31, 2020.

### Check the box that applies:

The parents **have used** the IRS Data Retrieval Tool on the FAFSA on the web.

The parent is **unable or chooses not to use** the IRS DRT in FAFSA on the web and instead will submit to the school a 2020 IRS Tax Return Transcript – not a photocopy of the income tax return. IRS Tax Return Transcripts are obtained by either 1) retrieving online, 2) ordering online, or 3) calling 1-800-908-9946 to order. If retrieving or ordering online, go to [www.irs.gov](http://www.irs.gov). Under the tools column, click Get Transcript for My Records. Select either Get Transcript Online or Get Transcript by Mail. If you select online, follow the instructions to create an account to retrieve your 2020 Tax Return Transcript. If you order it to be sent by mail, make sure you order the 2020 Tax Return Transcript. **You will need your Social Security Number, date of birth, and the address on file with the IRS (normally, this will be the address used when the 2020 IRS tax return was filed).** It takes up to two weeks for the IRS income information to be available for electronic IRS tax return filers and up to eight weeks for paper IRS tax return filers.

### If the parents filed separate 2020 IRS income tax returns, 2020 Tax Return Transcripts must be provided for each.

Check here if a 2020 IRS Tax Return Transcript(s) is provided.

Check here if a 2020 IRS Tax Return Transcript(s) will be provided later.

## 2. TAX RETURN NON-FILERS

My parent(s) was not employed and had no income earned from work in 2020.

My parent(s) were employed in 2020 but will not file and **are not required** to file a 2020 U.S. Income Tax Return. List below your employer(s) and the amount earned from each employer in 2020. List every employer, even if the employer did not issue an IRS W-2 form. PROVIDE COPIES OF ALL 2020 W-2 OR OTHER EARNING STATEMENTS.

Employer Names	2020 Amount Earned	IRS W-2 Provided?
Suzy's Auto Body Shop (example)	\$2,000.00	Yes

**Provide documentation from the IRS dated on or after October 1, 2020, that indicates a 2020 IRS income tax return was not filed with the IRS.**

Check here if confirmation of non-filing is provided.

Check here if confirmation of non-filing will be provided later.

## E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date.

Student Signature

Date

Parent Signature

Date

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

### Non-discrimination/Equal Opportunity Statement

It is the policy of Iowa Lakes Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Kathy Muller, Equity & Title IX Coordinator, 19 South 7th Street, Estherville, IA 51334, 712.362.0433, [kmuller@iowalakes.edu](mailto:kmuller@iowalakes.edu), or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730-1576.