

## 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

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:** If the student filed or will file an amended 2020 IRS tax return, the student must contact the financial aid administrator before completing this section.

**Instructions:** Complete this section if the student **filed or will file** a 2020 IRS income tax return(s). The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the web at **FAFSA.gov**. In most cases, no further documentation is needed to verify the 2020 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

In most cases for electronic filers, 2020 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the IRS has accepted the 2020 electronic IRS income tax return. Generally for filers of 2020 paper IRS income tax returns, the 2020 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the IRS has received the 2020 paper IRS income tax return. Contact the Financial Aid Office if more information is needed about using the IRS DRT.

**Check the box that applies:**

The student **has used** the IRS DRT in FAFSA on the web to transfer 2020 IRS income tax return information into the student's 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). 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.

- 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 and has listed below the names of all employers, the amount earned from each employer in 2020, and whether an IRS W-2 form is provided. [Provide copies of all 2020 IRS W-2 forms issued to the student and spouse by their employers]. List every employer, even if the employer did not issue an IRS W-2 form. If more space is needed, provide a separate page with the student's name and ID number at the top.

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

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<b>Student Name</b>	<b>ID#</b>
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**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.

**Instructions:** Complete this section if the parents **filed or will file** a 2020 IRS income tax return(s). The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the web at **FAFSA.gov**. In most cases, no further documentation is needed to verify the 2020 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

In most cases for electronic filers, 2020 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the IRS has accepted the 2020 electronic IRS income tax return. Generally for filers of 2020 paper IRS income tax returns, the 2020 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the IRS has received the 2020 paper IRS income tax return. Contact the Financial Aid Office if more information is needed about using the IRS DRT.

**Check the box that applies:**

The parents **have used** the IRS DRT in FAFSA on the web to transfer 2019 IRS income tax return information into the student's FAFSA.

The parent(s) 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. 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 IRS Tax Return Transcripts must be provided for both.**

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

The parent(s) was employed in 2020 and has listed below the names of all employers, the amount earned from each employer in 2020, and whether an IRS W-2 form is provided. [Provide copies of all 2020 IRS W-2 forms issued to the parent(s) by their employers]. List every employer, even if the employer did not issue an IRS W-2 form. If more space is needed, provide a separate page with the student's name and ID number at the top.

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

**E. High School Completion Status**

Provide **one** of the following documents that indicate the student's high school completion status when the student will begin college in 2022–2023.

A copy of the student's high school diploma.

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 after the student passed a state-authorized examination (GED test, HSET, TASC, or other state-authorized examination) that the State recognizes as the equivalent of a high school diploma.

A copy of the "secondary school leaving certificate" or another similar document if the student completed secondary education in a foreign country.

An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.

If the student was homeschooled in a state where State law requires the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.

If the student 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 secondary school education in a homeschool setting.

If the student is unable to obtain the documentation listed above, he or she must contact the Financial Aid Office.

**F. Identity and Statement of Educational Purpose**

As per federal regulation, Iowa Lakes Community College must receive documentation of your identity AND a signed Statement of Educational purpose for the 2022–2023 award year.

- Attach a copy of government-issued photo identification (such as driver's license, passport, or military ID); AND
- Submit a Statement of Educational Purpose signed by the student for the 2022–2023 award year.

**Statement of Educational Purpose for the 2022–2023 Award Year**

If you are the student, by signing the certification below, you certify that you (1) will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education, (2) are not in default on a federal student loan or have made satisfactory arrangements to repay it, (3) do not owe money back on a federal student grant or have made satisfactory arrangements to repay it, (4) will notify Iowa Lakes Community College if you default on a federal student loan and (5) will not receive a Federal Pell Grant from more than one college for the same period of time.

If you are the parent or the student, by signing the certification below, you certify that all of the information you provided is true and complete to the best of your knowledge and you agree, if asked, to provide information that will verify the accuracy of your completed worksheet. This information may include U.S. or state income tax forms that you filed or are required to file. Also, you certify that you understand that **the Secretary of Education has the authority to verify information reported on your FAFSA with the Internal Revenue Service and other federal agencies.** If you sign any document related to the federal student aid programs electronically using a personal identification number (PIN), you certify that you are the person identified by the PIN and have not disclosed that PIN to anyone else. If you purposely give false or misleading information, you may be fined up to \$20,000, sent to prison, or both.

**If you come to the Iowa Lakes Community College Financial Aid Office in person to show your original government–issued ID for us to copy AND while IN PERSON at our office, sign the Certification and Signature section below, then this worksheet DOES NOT need to be notarized. OTHERWISE, if you are unable to provide the aforementioned documentation IN PERSON, then the Certification and Signature section below MUST BE NOTARIZED.**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Iowa Lakes Community College for 2022–2023.

(Print Student Name)

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

\_\_\_\_\_  
Student ID Number

**Notary Certificate of Acknowledgement**

State of \_\_\_\_\_, City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_

(Date)

(Notary Name)

Personally appeared, \_\_\_\_\_, and provided to me on basis of satisfactory evidence of identification

(Printed name of signer)

\_\_\_\_\_ to be the above–named person who signed the foregoing instrument.

(Type of government–issued photo ID provided)

WITNESS my hand and official seal  
(seal)

\_\_\_\_\_  
(Notary Signature)

My commission expires on \_\_\_\_\_ .  
(Date)

\_\_\_\_\_  
Iowa Lakes Financial Aid Office Date

\_\_\_\_\_  
**Student Name ID#**

**G. 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, 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, 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.