

2023-2024 VERIFICATION WORKSHEET DEPENDENT STUDENT

Your 2023-2024 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, 2023, through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023-2024. 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, 2024.

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, 2023, and June 30, 2024.

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 2021 or changed marital status after December 31, 2021.

Instructions: Complete this section if the student filed or will file a 2021 IRS Income tax return. The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT), which is part of the FAFSA at FAFSA.gov. In most cases, no further documentation is needed to verify 2021 income information that was transferred into the student's FAFSA using the IRS DRT as long as the information was not changed.

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 provide the institution with a 2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules.

A 2021 IRS Tax Return Transcript may be obtained through:

1. Get Transcript by Mail – Go to www.irs.gov, and click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS receiving the online request.
2. Get Transcript Online – Go to www.irs.gov, and click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "Account Transcript." To use the "Get Transcript Online" tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
3. Automated Telephone Request – Call 1-800-908-9946. The transcript is generally received within 10 business days from the IRS receiving the telephone request.
4. Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS receiving the paper request form.

Check here if a **2021 IRS Tax Return Transcript(s) or signed copy of the 2021 income tax return and applicable schedules** is provided.

Check here if a **2021 IRS Tax Return Transcript(s) or signed copy of the 2021 income tax return and applicable schedules** will be provided later.

2. TAX RETURN NON-FILERS

The student was not employed and had no income earned from work in 2021.

The student was employed in 2021 but will not file and **is not required** to file a 2021 U.S. Income Tax Return.

List below your employer(s) and the amount earned from each employer in 2021. List every employer, even if the employer did not issue an IRS W-2 form. PROVIDE COPIES OF ALL 2021 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	2021 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 to and apply to both parents. Notify the Financial Aid Office if the parents filed separate IRS income tax returns for 2021 or changed marital status after December 31, 2021.

1. TAX RETURN FILERS

Instructions: Complete this section if the parents filed or will file a 2021 IRS Income tax return. The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT), which is part of the FAFSA at FAFSA.gov. In most cases, no further documentation is needed to verify 2021 income information that was transferred into the student's FAFSA using the IRS DRT as long as the information was not changed.

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 provide the institution with a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules**.

A 2021 IRS Tax Return Transcript may be obtained through:

1. Get Transcript by Mail – Go to www.irs.gov, and click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS receiving the online request.
2. Get Transcript Online – Go to www.irs.gov, and click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "Account Transcript." To use the "Get Transcript Online" tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
3. Automated Telephone Request – Call 1-800-908-9946. The transcript is generally received within 10 business days from the IRS receiving the telephone request.
4. Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS receiving the paper request form.

If the parents filed separate 2021 IRS Income tax returns, the IRS DRT cannot be used. Each parent must provide the 2021 Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules.

Check here if a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules** is provided.

Check here if a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules** will be provided later.

2. TAX RETURN NON-FILERS

My parent(s) was not employed and had no income earned from work in 2021.

My parent(s) were employed in 2021 but will not file and **are not required** to file a 2021 U.S. Income Tax Return. List below your employer(s) and the amount earned from each employer in 2021. List every employer, even if the employer did not issue an IRS W-2 form. **PROVIDE COPIES OF ALL 2021 W-2 OR OTHER EARNING STATEMENTS.**

Employer Names	2021 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, 2021, that indicates a 2021 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, or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, TDD 800-877-8339 Email: OCR.Chicago@ed.gov.