

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

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 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, 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) that is part of the FAFSA on the web 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 if that information was not changed.

Check the box that applies:

The student **has used** the IRS DRT in FAFSA on the web to transfer 2019 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 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 Names	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(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 2021 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that 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. 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 2023-2024.

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, HiSET, 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 2023-2024 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 2023-2024 award year.

Statement of Educational Purpose for the 2023–2024 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
(Print Student Name)
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 2023–2024.

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, 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.