

2023-2024 VERIFICATION WORKSHEET INDEPENDENT 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 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. Independent 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. Independent Student Family Information

List below the people in your household. Include:

Yourself

Your spouse, if you are married.

Your children, if any, if you will provide more than half of their support from July 1, 2023, through June 30, 2024, or if the child would be required to provide your 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 you.

Other people, if they now live with you, and you 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 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. Independent 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.

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.

Employer Names	2019 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. If the student is married and the spouse did not file a 2021 IRS income tax return, the spouse will also need to provide a confirmation of non-filing.

Check here if confirmation of non-filing is provided.

Check here if confirmation of non-filing will be provided later. Go to www.irs.gov

D. 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.

E. Identity and Statement of Educational Purpose

To Be Signed at Iowa Lakes Community College

The student must appear in person at Iowa Lakes Community College to verify his or her identity by presenting an unexpired valid government-issued **photo identification (ID), such as, but not limited to, a driver's license**, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

To Be Signed in the Presence of a Notary

If the student is unable to appear in person at Iowa Lakes Community College to verify his or her identity, the student must provide the following to the institution:

- a. **A copy of the unexpired valid government-issued photo identification (ID)** that is acknowledged to the notary statement below or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport and
- b. The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page from the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

Statement of Educational Purpose for the 2023-2024 Award Year

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 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

F. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

Student's 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.