

FINANCIAL AID VERIFICATION WORKSHEET

This worksheet and any accompanying tax documents should be submitted in person, by postal mail or Financial Aid upload tool on the Financial Aid Office page @coffeyville.edu

Student Name: _____ ID Number _____ DOB: _____

Email: _____

Step 1 - Household Information

1) Select your status. You are considered a dependent student if you were required to provide parental information on your FAFSA.

Dependent students: List the people in your parents' household, do not include foster children. Include
 (1) yourself, regardless of where you live
 (2) the parent(s) with whom you live
 (3) your parents' other children and other people, if (a) your parents will provide more than half of their support between 7/1/18-6/30/19, or (b) the children could be considered a dependent on their own FAFSA

Independent students: List the people in your household. Do not include foster children. Include
 (1) yourself
 (2) your spouse, if you are married
 (3) your children and other people, if you will provide more than half of their support from 7/1/18 through 6/30/19

Full Name	Age	Relationship	Attending College in 18/19?	Name of College Attending
		Self	Yes	Coffeyville Community College

Step 2 - Tax Forms & Income Information - Calendar Year 2016

Student Information Year - 2016	Required Documentation	Parent Spouse Information Year - 2016
<input type="checkbox"/> I filed a Federal Income Tax Return	<ul style="list-style-type: none"> Use the IRS Data Retrieval Tool on the FAFSA OR Order a Tax Return Transcript -Go to irs.gov and select "Get Your Tax Record". Mail, fax or scan transcript to CCC Financial Aid Office 	<input type="checkbox"/> I filed a Federal Income Tax Return
<input type="checkbox"/> I worked but am not required to file	<ul style="list-style-type: none"> Provide copies of all W2s from 2016 and non-filer letter from IRS. 	<input type="checkbox"/> I worked but am not required to file
<input type="checkbox"/> I did not work or earn income	<ul style="list-style-type: none"> Non-filer Letter -- For parent and independent student 	<input type="checkbox"/> I did not work or earn income

NON-TAX FILING PARENTS AND INDEPENDENT STUDENTS: Each non-tax filing parent and independent student who earned income in 2016 **must submit all W-2 forms received for 2016 and a verification of non-filer letter from the IRS.** If you did not keep copies of your W-2's, you may request a wage statement from the IRS or contact previous employers "Verification of Non-filing" may be ordered by submitting IRS Form 4506-T and check box 7. The form is available at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>. For instructions see back page.

Step 3 - Certification: By signing this worksheet, I certify all the information reported is complete and correct.

Student Signature _____ DATE _____ Student Name (Please Print) _____

Parent Signature (If student is dependent) _____ DATE _____ Parent Name (Please Print) _____

How to Obtain the Requested Documentation

IRS Data Retrieval Tool (Recommended)

The data retrieval option is the preferred method of submitting a transcript if available to the student and/or parent(s). This option is the fastest out of the two offered and will be submitted to CCC electronically within a few days.

1. Go to www.fafsa.ed.gov
 2. Login to your account using your FSA ID
 3. Select the 2018-2019 FAFSA application
 4. Go to the Financial Information tab
 5. Make sure the tax question reads **Already Completed**
 6. Enter Student/Parent FSA ID and click on **Link to IRS**
 7. Follow the prompts to go to the **IRS page** and **transfer** the tax return information into the FAFSA
 8. Click **Next** after reviewing information and **repeat for student or parent**
 9. After retrieval has been completed for student, parent(s) or both proceed to the **Sign and Submit** page.
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Ordering a 2016 Return Transcript

A student/parent(s) may obtain a transcript online or by mail. If the online option is available, you should have the transcript immediately. If the mail option is selected, the transcript will be mailed to the address on your tax return within the IRS quoted time of 7-10 business days. *For parents, if a separate return was filed both parents will need to request a transcript.

1. Log on at www.irs.gov and select "Get My Tax Record"
 2. Select "Get Transcript by Mail" or "Get Transcript Online"
 3. When you are on the page, "Get Transcript", enter the following information: Social Security Number, Date of Birth, Street Address and Zip Code. Then select continue.
 4. Once you have entered your personal information, under "Type of Transcript", select "Return Transcript" NOT "Account Transcript". Under "Tax Year" select 2016 then select continue.
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Other Ways to Order a Return Transcript

- Complete a Form 4506-T or Form 4506T-EZ and mail it to the IRS (each form can be found at www.irs.gov)
 - Call 1-800-908-9946 and follow the voice prompts
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Requesting a Verification of Non-Filer Letter

All Parents of Dependent Students that did not file a tax return and any Independent Students and their spouses that did not file a 2016 tax return will need to request a non-filer letter from the IRS.

- Retrieve Letter Online
 - Log on at www.irs.gov and select "Get My Tax Record"
 - Select "Get Transcript Online"
 - Follow step by step instructions

OR

- Complete a Form 4506-T or Form 4506T-EZ and mail it to the IRS (each form can be found at www.irs.gov)

OR

- Call 1-800-908-9946 and follow the voice prompts
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***NEED YOUR W-2's? You can obtain a "Wage and Income Transcript" by completing form 4506-T at www.irs.gov which can be submitted in place of your W-2's.