

**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"> <li>Use the <b>IRS Data Retrieval Tool</b> on the FAFSA</li> <li><b>OR</b></li> <li><b>Order a Tax Return Transcript</b> -Go to <a href="https://www.irs.gov">irs.gov</a> and select "Get Your Tax Record". Mail, fax or scan transcript to CCC Financial Aid Office</li> </ul>	<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"> <li><b>Provide copies of all W2s from 2016 and non-filer letter from IRS.</b></li> </ul>	<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"> <li><b>Non-filer Letter</b> -- For parent and independent student</li> </ul>	<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) \_\_\_\_\_

**Identity and Statement of Educational Purpose (To Be Signed at the Institution)**

The student must appear in person at Coffeyville Community College to verify his or her identity by presenting a 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 with the date it was received and the name of the official at the institution authorized to collect the student's ID. In addition, the student must sign, in the presence of the institutional official, the following:

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this  
(Print Student's Name)  
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  
Coffeyville Community College for 2018-2019

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's ID Number)

**Identity and Statement of Educational Purpose (To Be Signed With Notary)**

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

- A. a copy of a valid government issued photo ID that is acknowledged in the notary statement below, such as but not limited to a drivers license, other state issued ID, or passport; AND
- B. The original notarized statement of educational purpose provided below.

I certify that I \_\_\_\_\_ am the individual signing this  
(Print Student's Name)

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 Coffeyville Community  
College for 2018-2019.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

**Notary's Certificate of Acknowledgement**

State of \_\_\_\_\_

City/County of \_\_\_\_\_

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

(Date)

(Notary's name)

personally appeared, \_\_\_\_\_, and provided to me

(Printed name of signer)

on basis of satisfactory evidence of identification \_\_\_\_\_

(Type of government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal**

(seal)

\_\_\_\_\_  
(Notary signature)

My commission expires on \_\_\_\_\_

(Date)

## 2018-2019 Verification Worksheet V4/V5

**High School Completion Status** Please check the box

Only one that indicates your high school completion status

**High School Diploma**

Please include:

Copy of the student's high school diploma; OR  
Copy of the student's final high school transcript which includes the date of high school completion

**Two Year Program Completion**

Copy of the student's official academic transcript showing the student has completed at least a two year program acceptable for full credit towards a bachelors degree

**GED Completion**

Please include:

Copy of the student's GED Certificate; OR  
Copy of the student's GED Transcript

**Home Schooled Students**

If state law requires a home-schooled student to obtain a secondary school completion credential for home school (other than a high school diploma or recognized equivalent), a copy of that credential

If state law does not require a home schooled student to obtain a secondary school completion credential (other than a high school diploma or 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 documents the successful completion of the secondary school education in a home-school setting.

### Sign this Worksheet

*By signing this worksheet, I certify that all information reported on this worksheet is complete and correct under penalty of perjury.*

Student Signature

Date

Parent Signature *(if dependent)*

Date

### Identity Verification and Statement of Educational Purpose

As per federal regulation, Coffeyville Community College must receive documentation of your identity AND a signed Statement of Educational Purpose for the 2018-2019 award year. To complete this verification process you will need to

1. Submit a copy of a government issued photo identification (such as a drivers license, passport or military ID AND
2. Submit a Statement of Educational Purpose signed by the student for 2018-2019 award year. This must be a wet signature and can not be faxed.

If you come to the Financial Aid Office at Coffeyville Community College in person to show your original government issued ID for us to copy AND while in person sign the certification and signature section on the next page, this this worksheet does not need to be notarized. Otherwise, if you are unable to provide the documentation in person then the certification and signature section on the next page must be notarized.

## 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](http://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](http://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](http://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](http://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](http://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](http://www.irs.gov) which can be submitted in place of your W-2's.**