



2020-2021 Financial Aid Verification Worksheet V1

Financial Aid Office
400 W 11th · Coffeyville, KS 67337
Phone: 620.251.7700
Email: faquestions@coffeyville.edu

This worksheet and any accompanying tax documents should be submitted in person, by postal mail or with the Financial Aid upload tool on the Financial Aid Page at www.coffeyville.edu.

Student Name: _____

ID Number: _____

DOB: _____

Email: _____

Step 1 - Household Information Select your status. You are considered a dependent student if you were required to provide parental information on your FAFSA. If Independent, skip to **Independent Student Section** .

Dependent Students: List the people in your parents' household. Include:

Line 1: yourself, **regardless of where you live**

Line 2 & 3: Parent(s)/stepparent you listed on the FAFSA.

Lines 4-6: List your parents' other children, *only if your parents will provide more than 1/2 of their financial support from 7/1/2020-6/30/21*
List other people *who live with your parents, and your parents will provide more than half of their support from 7/1/20-6/30/21*

Full Name	Age	Relationship to Student	Name of College Attending (Student must be in at least 6 hours)
1.		Self	Coffeyville Community College
2.		Parent 1	N/A
3.		Parent 2/Stepparent (if living in the same home)	N/A
4.			
5.			
6.			
7.			

If you need more space, attach a separate page.

Independent Students: List the people in your household. Include:

Line 1: yourself

Line 2: your spouse, if you are married

Lines 3-6: The student's or spouse's children if the student or spouse will provide more than half of the children's support from 7/1/20-6/30/21, even if a child does not live with the student.

List other people, if they now live with you, and you will provide more than 1/2 of their support from 7/1/20-6/30/21

Full Name	Age	Relationship to Student	Name of College Attending (Student must be in at least 6 hours)
1.		Self	Coffeyville Community College
2.		Spouse (if living in the same home)	
3.			
4.			
5.			
6.			
7.			

If you need more space, attach a separate page.

Step 3 - Complete the backside of this document.



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ID Number: _____

DOB: _____

Step 3 - Tax Forms & Income Information - Calendar Year 2018

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 2018 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

Student Information Year 2018	Spouse Information (if student is married) Year 2018	Parent Information (if student is dependent) Year 2018
<input type="checkbox"/> I filed a 2018 Federal Income Tax Return <p style="text-align: center;"><u>You must either:</u></p> <ol style="list-style-type: none"> 1. Use the IRS Data Retrieval Tool on the FAFSA 2. Submit a signed 2018 Tax Return and schedules 1, 2 & 3, if applicable OR 3. Order a Tax Return Transcript from the IRS at IRS.gov. See coffeyville.edu/student-services/financial-aid/how-to-use-the-irs-data-retrieval-tool for instructions. 	<input type="checkbox"/> I filed a 2018 joint tax return with my spouse. If the student used the IRS DRT tool or provided a signed 2018 tax return, you have submitted the spouse's tax return. <input type="checkbox"/> I filed a 2018 separate from my spouse <p style="text-align: center;"><u>You must either:</u></p> <ol style="list-style-type: none"> 1. Submit a signed 2018 Tax Return and schedules 1, 2 & 3, if applicable OR 2. Order a Tax Return Transcript from the IRS at IRS.gov. See coffeyville.edu/student-services/financial-aid/how-to-use-the-irs-data-retrieval-tool for instructions. 	<input type="checkbox"/> Parent(s) filed a 2018 Federal Income Tax Return <p style="text-align: center;"><u>You must either:</u></p> <ol style="list-style-type: none"> 1. Use the IRS Data Retrieval Tool on the FAFSA 2. Submit a signed 2018 Tax Return and schedules 1, 2 & 3, if applicable OR 3. Order a Tax Return Transcript from the IRS at IRS.gov. See coffeyville.edu/student-services/financial-aid/how-to-use-the-irs-data-retrieval-tool for instructions.
<input type="checkbox"/> I worked in 2018 but am not required to file <ol style="list-style-type: none"> 1. You must submit all W-2s from 2018 <p>If you no longer have copies of your W-2s, you can either request a copy from your employer(s), or request a wage and income transcript from the IRS at IRS.gov. See coffeyville.edu/student-services/financial-aid/how-to-use-the-irs-data-retrieval-tool for instructions.</p>	<input type="checkbox"/> Spouse worked in 2018 but was not required to file <ol style="list-style-type: none"> 1. You must submit all W-2s from 2018 <p>If you no longer have copies of your W-2s, you can either request a copy from your employer(s), or request a wage and income transcript from the IRS at IRS.gov. See coffeyville.edu/student-services/financial-aid/how-to-use-the-irs-data-retrieval-tool for instructions.</p>	<input type="checkbox"/> Parent(s) worked in 2018 but was not required to file <ol style="list-style-type: none"> 1. You must submit all W-2s from 2018 <p>If you no longer have copies of your W-2s, you can either request a copy from your employer(s), or request a wage and income transcript from the IRS at IRS.gov. See coffeyville.edu/student-services/financial-aid/how-to-use-the-irs-data-retrieval-tool for instructions.</p>
<input type="checkbox"/> I did not work or earn income in 2018 <ol style="list-style-type: none"> 1. You must submit a verification of non-filing letter from the IRS at IRS.gov. See coffeyville.edu/student-services/financial-aid/how-to-use-the-irs-data-retrieval-tool for instructions. 	<input type="checkbox"/> Spouse did not work or earn income in 2018 <ol style="list-style-type: none"> 1. You must submit a verification of non-filing letter from the IRS at IRS.gov. See coffeyville.edu/student-services/financial-aid/how-to-use-the-irs-data-retrieval-tool for instructions. 	<input type="checkbox"/> Parent(s) did not work or earn income in 2018 <ol style="list-style-type: none"> 1. You must submit a verification of non-filing letter from the IRS at IRS.gov. See coffeyville.edu/student-services/financial-aid/how-to-use-the-irs-data-retrieval-tool for instructions.

Step 4 - 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) _____



2020-2021 Verification Worksheet V4/V5

High School Completion Status please check 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

Please include:
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 student's GED Certificate OR
Copy of student's GED Transcript

Home Schooled Students

Please include:
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 high 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 student is 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 2020-2021 award year. To complete this verification process you will need to:

1. Submit a copy of a government issued photo identification (such as drivers license, passport or military ID AND
2. Submit a Statement of Educational Purpose signed by the student for the 2020-2021 award year. This must be a set 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 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.

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 statement of Educational Purpose
(Print Student's Name)
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 2020-2021.

(Student's Signature)

(Date)

(Student's ID Number)

Identity and Statement of Education 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 to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in 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 than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

I certify that I _____ am the individual signing this Statement of Educational Purpose
(Print Student's Name)
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 2020-2021.

(Student's Signature)

(Date)

(Student's ID Number)

Notary's Certificate of Acknowledgement

State of _____

City/County of _____

On _____, before me, _____

(date)

(Notary's Name)

Personally appeared, _____, and provided to me 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)