



# Verification Worksheet 2020-2021

Your FAFSA was selected by the Department of Education for a review process called "Verification". Under the financial aid program rules (34 CFR, Part 668), we are required to review the requested information and make necessary corrections prior to disbursing any federal aid. Please complete both sides of this form and submit all necessary signatures. Please note, this form will be returned or delayed if not fully completed.

**Note: Due to imaging system requirements, photographs of documents are not acceptable.**

**1. STUDENT INFORMATION**

**LAST NAME:** \_\_\_\_\_ **FIRST NAME:** \_\_\_\_\_ **M.I.:** \_\_\_\_\_ **CCAC ID/SSN:** \_\_\_\_\_

**ADDRESS (INCLUDE APT NO.):** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **D.O.B.:** \_\_\_\_\_

**2. HOUSEHOLD INFORMATION** \* If more space is required, attach a separate page.

FULL NAME	AGE			
<p><u>Dependent Student</u> - write names, ages, and relationship to you of all the people your parents will support between July 1, 2020 and June 30, 2021.</p> <p><u>Independent Student</u> - write the names, ages and relationship to you (and your spouse) will support between July 1, 2020 and June 30, 2021.</p>	<p>Write the age of each family member in the chart below</p>			
	<b>RELATIONSHIP</b>			
	<p>Write the relationship of each family member to the student in the chart below</p>			
	<b>COLLEGE</b>			
	<p>Add the name of the college for any household member (excluding parents) who will be enrolled in a degree, diploma, or certificate program at an eligible postsecondary educational institution <i>at least half time</i> any time between July 1, 2020 and June 30, 2021.</p>			
<p>1. Include <b>yourself</b>.</p> <p>2. Include <b>your parent(s) or spouse</b></p> <ul style="list-style-type: none"> <li>• <u>If your parents are divorced</u>, list the parent you lived with the most during the last 12 months. If you did not live with one parent more than the other, indicate the parent who provided <i>more than half</i> of the support during the last twelve months.</li> <li>• <u>If your parent is remarried</u>, include step-parent.</li> <li>• <u>If your parents are unmarried but live together</u>, list Parent #1 and Parent #2.</li> </ul> <p>3. Include <b>your children or parent(s) other children</b>, <i>if providing more than half</i> the support between July 1, 2020 and June 30, 2021.</p> <p>4. <b>Other dependents should also be included</b>, <i>if providing more than half</i> the support between July 1, 2020 and June 30, 2021.</p>				
FULL NAME	AGE	RELATIONSHIP	Attending College	COLLEGE
		<i>SELF</i>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<i>CCAC</i>
			<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	

**ANSWER ALL QUESTIONS. INCOMPLETE FORMS WILL NOT BE PROCESSED.**

3. **STUDENT/SPOUSE INCOME INFORMATION (CHECK ONLY 1 BOX)** STUDENT ID/SSN \_\_\_\_\_  
 FOR TAX FILERS: The easiest/recommended way to verify income is to use the *IRS Data Retrieval Tool* in your FAFSA.

- A. If you (and/or your spouse) were required to file a 2018 Federal Income Tax Return, check the box that applies:
- The IRS Data Retrieval Tool was used in the 2020-21 FAFSA.
- The IRS Data Retrieval Tool was not used in the 2020-21 FAFSA. **You must attach signed copies of your 2018 IRS Tax Returns or an IRS Tax Return Transcript.**  
**IF FILED SEPARATELY: A signed 2018 IRS Tax Return or Tax Return Transcript is required from you and your spouse.**

- B. If you (and/or your spouse) were not required to file a 2018 Federal Income Tax Return, check the box that applies:
- I and/or my spouse did not work in 2018 and did not file a 2018 Federal Income Tax Return. **You must attach a 2018 Verification of Non Filing Letter.**
- I and/or my spouse did have earnings from work in 2018 but were not required to file a 2018 Federal Income Tax Return. **You must attach a 2018 Verification of Non Filing Letter and**
- Complete the Chart Below: Attach a separate sheet if necessary.
  - Attach copies of **all** 2018 W-2 and 1099 Forms.

NAME ON W2	EMPLOYER NAME	2018 AMOUNT EARNED

4. **PARENT INCOME INFORMATION – Required if Dependent (CHECK ONLY 1 BOX)**  
 FOR TAX FILERS: The easiest/recommended way to verify income is to use the *IRS Data Retrieval Tool* in your FAFSA.

- A. If your parent(s) were required to file a 2018 Federal Income Tax Return, check the box that applies:
- The IRS Data Retrieval Tool was used in the 2020-21 FAFSA.
- The IRS Data Retrieval Tool was not used in the 2020-21 FAFSA. **You must attach signed copies of your 2018 IRS Tax Returns or an IRS Tax Return Transcript.**  
**IF FILED SEPARATELY: A signed 2018 IRS Tax Return or Tax Return Transcript is required from you and your spouse.**

- B. If your parent(s) were not required to file a 2018 Federal Income Tax Return, check the box that applies:
- My parent(s) did not work in 2018 and did not file a 2018 Federal Income Tax Return. **Your parent(s) must attach a 2018 Verification of Non Filing Letter.**
- My parent(s) did have earnings from work in 2018 but was not required to file a 2018 Federal Income Tax Return. **Your parent(s) must attach a 2018 Verification of Non Filing Letter and...**
- Complete the Chart Below: Attach a separate sheet if necessary.
  - Attach copies of **all** 2018 W-2 and 1099 Forms.

NAME ON W2	EMPLOYER NAME	2018 AMOUNT EARNED

5. **SIGN AND SUBMIT** (*Signature must be manually signed with blue or black ink.*)  
 I/we certify that all information reported on this form is correct and accurate and understand that purposely giving false or misleading information may result in a fine, jail time, or both. I/we understand that changes in my FAFSA information based on documentation I/we provide may result in a change in financial aid eligibility.

Student \_\_\_\_\_

Date \_\_\_\_\_

Parent (Required for Dependent Students) \_\_\_\_\_

Date \_\_\_\_\_