



# VERIFICATION WORKSHEET

## 2021-2022

Your FAFSA was selected by the U.S. 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. 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

### 1. Student Information

<b>Last name</b>	<b>First Name</b>	<b>M.I.</b>	<b>CCAC ID/SSN</b>
<b>Address (include apt. no.)</b>	<b>Email</b>	<b>Phone Number</b>	<b>Date of Birth</b>

### 2. Household Information

Carefully read the following directions before completing the chart below:

- **Dependent Student:** Write the names, ages and relationship to **YOU (THE STUDENT)** of **all** the people your parents will support between July 1, 2021 and June 30, 2022. Include in your household:
  - Yourself (even if you do not currently live with your parents)
  - Your parent(s) (including step-parent)
  - Your parent's other children, even if they do not live in the household, if your parents provide more than half of their support
  - Other people if they now live with your parent and your parents provide more than half of their support and will continue to provide more than half of their support between July 1, 2021 and June 30, 2022.
  - **LIST EVERYONE THAT RESIDES IN YOUR HOUSEHOLD!**
- **Independent Student:** Write the names, ages, and relationship to **YOU (THE STUDENT)** of all the people you (and your spouse) will support between July 1, 2021 and June 30, 2022. Include in your household:
  - Yourself
  - Your spouse, if married
  - Your children, if you provide more than half of their support
  - 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 between July 1, 2021 and June 30, 2022.
  - **LIST EVERYONE THAT RESIDES IN YOUR HOUSEHOLD!**

Indicate which household members will be enrolled in college at least half-time (six or more credits) and where they will be attending during the 2021-2022 academic year. If you need more space, attach a separate page.

Full Name	Age	Relationship	College Attending in 2021-2022
		Self	CCAC



### 3 Income Information

**PLEASE READ CAREFULLY:** For TAX FILERS, the easiest way to verify income is to re-visit the 2021-2022 FAFSA at [www.fafsa.gov](http://www.fafsa.gov), select the IRS Data Retrieval Tool (IRS DRT), if not initially utilized, and re-submit. If you cannot use the IRS DRT, all tax filers must submit signed copies of their 2019 IRS Tax Returns and all Schedules OR a 2019 *Federal IRS Tax Return Transcript*. This includes you, your parent (s) (if dependent) or your spouse (if married). All NON-TAX FILERS must submit a *2019 Verification of Non-Filing Letter* from the IRS and applicable W2 forms. **You can obtain an IRS Tax Return Transcript or a Verification of Non-Filing Form at [www.irs.gov](http://www.irs.gov), by calling 1-800-908-9946 or by utilizing an IRS form 4506- T.** Detailed instructions can be found in your MyCCAC portal.

#### **Student Section:**

Did you, the student file a tax return?    Yes  No

If YES, select one of the following options:

- The IRS Data Retrieval Tool was used to transfer my 2019 IRS income tax return information into the FAFSA.
- The IRS Data Retrieval Tool was not used on the FAFSA. My Federal IRS Tax Return Transcript is attached
- The IRS Data Retrieval Tool was not used on the FAFSA. My Federal IRS Tax Return and Schedules are attached

If NO, select one of the following options

- I had no earnings from work. (You MUST submit a 2019 IRS Verification of Non-filing Letter).
- I had earnings from work, however, was not required to file a federal tax return.  
(You MUST complete chart below, attach 2019 W2 form(s) and submit a 2019 IRS Verification of Non-Filing Letter)

Amount Earned	Employer

#### **Parent Section (If Dependent):**

Did you, the parent file a tax return?    Yes  No

If YES, select one of the following options:

- The IRS Data Retrieval Tool was used to transfer my 2019 IRS income tax return information into the FAFSA.
- The IRS Data Retrieval Tool was not used. My 2019 Federal IRS Tax Return Transcript is attached
- The IRS Data Retrieval Tool was not used on the FAFSA. My Federal IRS Tax Return and Schedules are attached

If NO, select one of the following options

- I /we had no earnings from work. (You MUST submit a 2019 IRS Verification of Non-filing Letter).
- I /we had earnings from work, however, was not required to file a federal tax return.  
(You MUST complete chart below, attach 2019 W2 form(s) and submit a 2019 IRS Verification of Non-Filing Letter)

Amount Earned	Employer

### 4. Certification

By signing below, I (we) certify that all the information reported to qualify for Federal student aid is complete and accurate. If the student is dependent, both parent and student MUST sign.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

