ENTERPRISE STATE
COMMUNITY COLLEGE

2020-2021 V1 - Standard Verification Worksheet (Independent Student)

Your 2020–2021 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations say that before awarding Federal Student Aid, ESCC is required to ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, ESCC Financial Aid administrators will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the ESCC Financial Aid Office. ESCC may ask for additional information if we have reason to believe the information provided below is inaccurate. If you have questions about verification, contact ESCC Financial Aid as soon as possible.

A. Student's Information

Student's Last Name | Student's First Name | Student's M.I. | Student's ID Number

Student's Street Address (include apt. no.) | Student's Date of Birth

City | State | Zip Code | Student's Email Address

Student's Home Phone Number (include area code) | Student's Alternate or Cell Phone Number

B. Student's Family Information – Number of Household Members and Number in College

Number of Household Members: List below the people in the student(s)' household. Include:

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse provides more than half of the children's support from July 1, 2020 through June 30, 2021, even if a child does not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of that person's support, and will continue to provide more than half of that person's support through June 30, 2021.

Number in College: Include in the space below information about any household member who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2020, and June 30, 2021. *If more space is needed, attach a separate page with the student's name and ID number at the top.*
Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
		Self	*ESCC*	

Student's Name: _____ **ESCC ID:** _____

C. Independent Student's Income Information to Be Verified

1. **TAX RETURN FILERS—Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2018 or had a change in marital status after December 31, 2018.

Instructions: Complete this section if the student and spouse, if married, filed or will file a 2018 income tax return(s). *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 studentloans.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 by the FAFSA filer.

Check the box that applies:

☐ The student has used the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2018 IRS income tax return information into the student's FAFSA.

☐ The student has not yet used the IRS Data Retrieval Tool in *FAFSA on the Web*, but will use the tool to transfer 2018 IRS income tax return information into the student's FAFSA.

☐ The student is unable or chooses not to use the IRS Data Retrieval Tool in *FAFSA on the Web*, and instead the student will submit to the school a **2018 IRS tax return transcript(s) or a signed copy of the 2018 income tax return and applicable schedules.**

A 2018 IRS Tax Return Transcript may be obtained though:

- Get Transcript by MAIL – Go to www.irs.gov, under the Tools heading, click "Get Your Tax Record." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and ***NOT*** the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript ONLINE – Go to www.irs.gov, under the Tools heading, click "Get Your Tax Record." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and ***NOT*** the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number or a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506 –T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

If the student and spouse filed separate 2018 IRS income tax returns, the IRS DRT cannot be used and the **2018 IRS Tax Return Transcript (s) or a signed copy of the 2018 income tax return and applicable schedules** must be provided for each.

☐ Check here if a **2018 IRS Tax Return Transcript(s) or a signed copy of the 2018 income tax return and applicable schedules is** provided.

☐ Check here if a **2018 IRS Tax Return Transcript(s) or a signed copy of the 2018 income tax return and applicable schedules** will be provided later.

Continue to the next page.

Student's Name: _____ **ESCC ID:** _____

2. TAX RETURN NONFILERS

The instructions and certifications below apply to the student and the spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2018 income tax return with the IRS.

Check the box that applies:

☐ The student and spouse were not employed and had no income earned from work in 2018.

☐ The student and/or spouse were employed in 2018 and has listed below the names of all the student's employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is provided. [Provide copies of all 2018 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, attach a separate page with the student's name and ID Number at the top.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2017
(Example) ABC's Auto Body Shop	*Yes*	*$4,500*
Total amount of Income Earned From Work		$

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2019 that indicates a 2018 IRS income tax return was not filed with the IRS or other relevant tax authority, or a signed statement certifying that the individual attempted to obtain conformation of nonfiling from the IRS or other relevant tax authority and was unable to obtain the required documentation.

☐ Check here if confirmation of nonfiling or a signed statement is provided.

☐ Check here if confirmation of nonfiling or a signed statement will be provided later.

E. Certification and Signatures

Each person signing below certifies that all of the information reported is complete and correct.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.

_____ _____

Print Student's Name | Student's ID Number

_____ _____

Student's Signature (Required) | Date

_____ _____

Spouse's Signature (Optional) | Date

Do not mail this worksheet to the U.S. Department of Education. Please email this form to financialaid@escc.edu.

Please make a copy of this worksheet for your records.