ENTERPRISE STATE COMMUNITY COLLEGE

2021-2022 V1 - Standard Verification Worksheet (Dependent Student)

Your 2021–2022 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 and at least one parent 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 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 ESCC ID

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

Number of Household Members: List below the people in the parents' household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parent(s) will provide more than half of the children's support from July 1, 2021, through June 30, 2022, or if the other children would be required to provide parental information if they were completing a FAFSA for 2021–2022. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person's support and will continue to provide more than half of that person's support through June 30, 2022.

Number in College: Include in the space below information about any household member, excluding the parents, 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, 2021, and June 30, 2022, and include the name of the college. *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 Yes or No
		Self	*ESCC*	

Student's Name: _____ ESCC ID: _____

C. Dependent Student's Income Information to Be Verified

1. STUDENT TAX RETURN FILERS—**Important Note:** The instructions below apply to the student.

Instructions: Complete this section if the student filed or will file a 2019 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 FAFSA.gov.* In most cases, no further documentation is needed to verify 2019 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 retrieve and transfer 2019 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 retrieve and transfer 2019 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 W*eb, and instead the student will provide the school with a **2019 IRS tax return transcript (s) or a signed copy of the 2019 income tax return and applicable schedules.**

A **2019 IRS Tax Return Transcript** may be obtained though:

- Get Transcript by MAIL – Go to www.irs.gov, click "GET YOUR TAX RECORD." Click "Get Transcript by MAIL." Make sure to request the "Return Transcript" and *NOT* the "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 "Return Transcript" and *NOT* the "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 for 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.

☐ Check here if a **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules** is provided.

☐ Check here if a **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules** will be provided later.

2. STUDENT TAX RETURN NONFILERS

The instructions and certifications below apply to the student. Complete this section if the student will not file and are not required to file a 2019 income tax return with the IRS.

Check the box that applies:

☐ The student was not employed and had no income earned from work in 2019.

☐ The student was employed in 2019 and have listed below the names of all the student's employers, the amount earned from each employer in 2019, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2019 IRS W-2 forms issued to the student by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

Continue to the next page.

Student's Name: _____ ESCC ID: _____

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 2019
(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, 2020 that indicates a 2019 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 confirmation 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.

D. Dependent Student's Parent's Income Information to Be Verified

1. PARENT TAX RETURN FILERS—**Important Note:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2019 or had a change in marital status after December 31, 2019.

Instructions: Complete this section if the parents filed or will file a 2019 IRS 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 FAFSA.gov. In most cases, no further documentation is needed to verify 2019 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 parents have used the IRS Data Retrieval Tool in *FAFSA on the Web* to retrieve and transfer 2019 IRS income information into the student's FAFSA.

☐ The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to retrieve and transfer 2019 IRS income information into the student's FAFSA.

☐ The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2019 IRS tax return transcript(s) or a signed copy of the 2019 income tax return and applicable schedules.**

A **2019 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 "Return Transcript" and *NOT* the "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 "Return Transcript" and *NOT* the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a test-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 for 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 parents filed separate 2019 IRS income tax returns, the IRS DRT cannot be used and a **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules** must be provided for each.

Student's Name: _____ ESCC ID: _____

☐ Check here if a 2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules is provided.

☐ Check here if a 2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules will be provided later.

2. PARENT TAX RETURN NONFILERS

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2019 income tax return with the IRS.

Check the box that applies:

☐ Neither parent was employed, and neither had income earned from work in 2019.

☐ One or both parents were employed in 2019 and have listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2019 IRS W-2 forms issued to the parents 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 2019
(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, 2020 that indicates a 2019 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 confirmation 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 this worksheet certifies that all of the information reported is complete and correct.
The student and one parent whose information was reported on the FAFSA must sign and date.

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

_____ _____
Parent's Signature (Required) Date

Do not mail this worksheet to the U.S. Department of Education. Email this form to financialaid@escc.edu
Please make a copy of this worksheet for your records.