



**V5- DEPENDENT
VERIFICATION WORKSHEET**

Your 2023-2024 FAFSA application was selected for review in a process called "Verification." In this process, SCCC will compare information from your FAFSA with this worksheet and financial data you must submit. The law requires completion of Verification before awarding and/or disbursing federal aid. If there are differences between your FAFSA application and your verification documentation, electronic corrections to your FAFSA may be required. Contact SCCC Financial Aid at (620) 417-1110 if you have questions.

INSTRUCTIONS

1. Complete all sections of this worksheet **in full**.
2. Requested documents **must** be submitted within **30 days** of the initial request to be considered for all available financial aid.
3. Please return all documents requested to Hobbie Academic Building, Office A135, Office of Student Financial Aid, P.O. Box 1137, Liberal, KS 67905-1137.

A. Student Information

Last Name	First Name	M.I.	SCCC ID
Address (include apt. no.)			Date of Birth
City	State	Zip Code	Phone Number (include area code)

B: Dependent Student's Family Information

List below the people in the parents' household.

Include:

- The student. (Yourself)
- The parents (including a stepparent).
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2023, through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023-2024. 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 financial support, and will continue to provide more than half of that person's financial support through June 30, 2024.

Number in College: Include in the space below information about any household member, excluding 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, 2023, and June 30, 2024, and include the name of the college.

Full Name <i>Example: Cutler Hall</i>	Age <i>Example: 20</i>	Relationship <i>Example: Sister</i>	Will be attending college at least half time in 2023-24? <i>Example: Yes</i>	Name of College <i>Ex: State University</i>

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary education institutions is inaccurate.

C. Dependent Student's Information (all applicants) Student Name/ID:**1. Check the box that applies (only check one box that applies):**

- a. ☐ I filed/will file a 2021 Federal IRS Tax Return, Puerto Rican, or Foreign Income Tax Return. Must provide one of the following:
- 1) Submit 2021 IRS Tax Return Transcript(s) (use instructions on page 3)
 - 2) Use IRS Data Retrieval Tool (use instructions on page 3)
 - 3) Signed copy of 2021 1040 federal tax return & copies of all W-2's;
- b. ☐ I was not employed, did not have income and was not required to file a 2021 Federal IRS Tax Return.
- c. ☐ I was employed and had income, but was not required to file a 2021 Federal IRS Tax Return:
- **Complete the chart below:** list employer(s) and the amount that was earned in 2021
 - **Attach copies of all 2021 W-2 and 1099 Forms.**

**COMPLETE
CHART
ONLY IF
BOX c
ABOVE IS
CHECKED**

Non-Tax Filers with 2021 earnings are federally required to submit a copy of W-2(s) from each employer to with this form.				
Name of Employer	Amount Earned in 2021	2021 W-2 & 1099 Forms received from employer?		2021 W-2 and 1099 Forms attached to this Form?
	\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
	\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
	\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

*If more space is required, attach a separate page.

**Note: If you lost or never received
a W-2, contact your employer to
request a copy to provide with this form.****D. Parent(s)' Information****1. Check the box that applies (only check one box that applies):**

- a. ☐ I filed/will file a 2021 Federal IRS Tax Return, Puerto Rican, or Foreign Income Tax Return. Must provide one of the following:
- 1) Submit 2021 IRS Tax Return Transcript(s) (use instructions on page 3)
 - 2) Use IRS Data Retrieval Tool (use instructions on page 3)
 - 3) Signed copy of 2021 1040 federal tax return & copies of all W-2's;
- b. ☐ I was not employed, did not have income and was not required to file a 2021 Federal IRS Tax Return.
- **Submit a 2021 IRS Verification of Non-Filing Letter.** Order a free Verification of Non-Filing Letter at [irs.gov](https://www.irs.gov). See page 3 for instructions.
- c. ☐ was employed and had income, but was not required to file a 2021 Federal IRS Tax Return:
- **Complete the chart below:** list employer(s) and the amount that was earned in 2021
 - **Attach copies of all 2021 W-2 and 1099 Forms.**
 - **Submit a 2021 IRS Verification of Non-Filing Letter.** Order a free Verification of Non-Filing Letter at [irs.gov](https://www.irs.gov). See page 3 for instructions.

**COMPLETE
CHART
ONLY IF
BOX c
ABOVE IS
CHECKED**

Non-Tax Filers with 2021 earnings are federally required to submit a copy of W-2(s) from each employer to with this form.				
Name of Employer	Amount Earned in 2021	2021 W-2 and 1099 Forms received from employer?		2021 W-2, 1099s and Non- Filing Letter attached?
	\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
	\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

*If more space is required, attach a separate page.

**Note: If you lost or never received
a W-2, contact your employer to
request a copy to provide with this
form.**

Both the student and the parent are required to submit 2021 Federal tax information.

The 3 acceptable methods to submit Federal tax information are:

1) Signed Copy of 2021 1040 federal tax return: Please sign and return a copy along with all schedules and W-2's. **OR**

2) IRS Data Retrieval Tool:

Directly import 2021 IRS data into your FAFSA: Log into www.fafsa.gov, select Make Correction. Choose 2023-24 FAFSA. Click on Financial Information tab. Select Already Completed from drop down box. Enter Parent FSA ID and click on Link to IRS. Continue to IRS.gov site. Enter Info as requested and submit. Click on box next to "Transfer My Tax Information into the FAFSA." Then click Transfer Now. Transferred data will be encrypted. Remember to electronically sign and submit the FAFSA again. **OR**

3) IRS Tax Return Transcript:

Submit your 2021 Tax Return Transcript. Go to www.irs.gov. Click on "Get Your Tax Record," then click "Get Transcript Online" or "Get Transcript by Mail." Create an account. Select Tax Return Transcript for 2021. Mail or email PDF to the address below. Please remember to put student's name on the transcript!

If you did not file a 2021 federal tax return:

Parents are required to submit proof of non-filing from the IRS if a 2021 tax return was not filed. Follow the same instructions as transcript above, but select "Verification of Non-filing Letter" instead of tax return transcript. If you are an independent student on the FAFSA who is not required to file a federal tax return, you must obtain a verification of non-filing status letter.

*When requesting tax transcripts or using IRS Data Retrieval Tool, address & name must match exactly as printed on the tax return.

E. Identity and Statement of Educational Purpose - (To Be Signed at the SCCC Office of Financial Aid)

If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office. The student must appear in person at **Seward County 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 reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below:

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 **Seward County Community College** for 2023-2024

(Name of Postsecondary Educational Institution)

(Student's Signature)

(School Official Signature)

(Date)

F. Identity and Statement of Educational Purpose -

(Only to be completed if the student is unable to appear IN PERSON at SCCC Office of Financial Aid)

NOTE: If the student is unable to appear in person at **Seward County Community College** to verify his or her identity, the student **must** obtain a notary's signature by completing the following:

(a) A valid government-issued photo identification (ID) that is acknowledged in the notary statement below, must be presented to the notary. Forms of acceptable identification can be, but not limited to a driver's license, other state-issued ID, or passport;

Notary's Certificate of Acknowledgment

State of _____ City/County of _____
on _____ (date) before me, _____ (Notary's Name)
Personally appeared, _____ (Printed name of signer) 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 (specifically the Statement of Educational Purpose on the front page).

WITNESS my hand and official seal _____
(seal) (Notary Signature)

My commission expires on _____ (Date)

*A copy of the student identification must accompany this notarized documentation. *

G. Certifications and Signatures

WARNING: If you purposely give false or misleading information you may be fined, sentenced to jail, or both.

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent (for dependent students only) whose information was reported on the FAFSA must sign and date.

Print Student's Name

Student ID

Student's Signature

Date

Parent's Signature

Date