



# Verification Worksheet 2023-2024 FAFSA



## What is Verification?

Your application has been selected for review in a process called "Verification." In this process, the Office of Student Financial Aid (OSFA) at NCCC must compare information from your Free Application for Federal Student Aid (FAFSA) with signed copies of your and your spouse's 2021 federal tax forms, and/or other financial documents. Section 483 of the Higher Education Act of 1965, as amended, gives us the authority to ask for this information before awarding federal aid.

The OSFA will compare the submitted documents to your FAFSA information. If there is any conflicting information, the OSFA will request further clarification. If corrections are needed, the OSFA will make them on your behalf. A Financial Aid Specialist can help you if you have questions about completing this worksheet. **No federal financial aid will be awarded to you until the verification process is complete.**

## What you need to do:

1. Collect and copy your (and your spouse's) IRS Tax Return Transcript, OR a signed copy of the 2021 federal income tax forms, including schedules 1-3 if applicable.
2. Complete and sign this worksheet.
3. Submit the completed worksheet and signed copies of tax forms and other documents to the NCCC OSFA as soon as possible so that your aid will not be delayed.

## All documents should be submitted to:

Neosho County Community College  
Office of Student Financial Aid  
800 W. 14th St      **OR**      900 E Logan St  
Chanute, KS 66720                Ottawa, KS 66067

## A. Student Information

_____	_____	_____	_____	_____
Last Name	First Name	M.I.	NCCC Student ID	Last 4 of
_____			_____	
Address (include apartment number)			E-mail Address	
_____	_____	_____	_____	
City	State	Zip Code	Phone Number best to reach you (include area code)	

## B. Household Information

In the grid below list the following people:

- Yourself
  - Your spouse, if you are married (even if you were not married in 2021)
  - Your children if you provide more than half of their support\*; and will continue to provide support from July 1, 2023 through June 30, 2024
  - Your unborn child, if that child will be born before June 30, 2024 and you will provide more than half of the child's support\*.
  - Other people, if they live with and receive more than half of their support\* from you from July 1, 2023 through June 30, 2024.
- \*Support includes money, gifts, loans, housing, food, clothes, car, medical/dental care, etc.

Full Name of Family Member (Begin with Yourself)	Age	Relationship to Student (self, spouse, son, daughter, etc.)	College Attending in 2023-2024 school year For any family member who will be working toward a degree or certificate at least half time during the 2023-2024 academic year.

**C. Student Tax and Income Information**

**Did you file a 2021 IRS Tax Return**

- Yes, I filed taxes for the 2021 year and have used the IRS Data Retrieval Tool on the 2023-2024 FAFSA
  - Yes, I filed taxes for the 2021 year and will provide either my 2021 IRS Tax Return Transcript\* for a signed copy of your 2021 Federal Tax Return including schedules 1-3 as applicable.
- \* A Tax Return Transcript can be requested online at [www.irs.gov](http://www.irs.gov) or by submitting an IRS form 4506-T.
- I did earn income in 2021 but will not, and/or was not required to file taxes for the 2021 tax year. **I will provide copies of my 2021 W-2 form(s) and a Verification of Non-Tax Filing\* letter from the IRS (Complete Section E)**
  - I earned no income in 2021 and will not, and/or was not required to file taxes for the 2021 tax year. **I will provide a Verification of Non-Tax Filing\* letter from the IRS .**
- \*Verification of Non-Tax Filing can be requested online at [www.irs.gov](http://www.irs.gov) or by submitting an IRS form 4506-T and checking box 7.

**D. Spouse (if applicable) Tax and Income Information**

**Did your spouse file a 2021 IRS Tax Return**

- Yes, I (the spouse) filed taxes for the 2021 tax year and have used the IRS Data Retrieval Tool on the 2023-2024 fafsa.
  - Yes, I (the spouse) filed taxes for the 2021 year and will provide either my 2021 IRS Tax Return Transcript\* for a signed copy of your 2021 Federal Tax Return including schedules 1-3 as applicable
- \* A Tax Return Transcript can be requested online at [www.irs.gov](http://www.irs.gov) or by submitting an IRS form 4506-T.
- I (the spouse) did earn income in 2021 but will not, and/or was not required to file taxes for the 2021 tax year. **I will provide copies of my 2021 W-2 form(s) and a Verification of Non-Tax Filing\* letter from the IRS (Complete Section E)**
  - I (the spouse) earned no income in 2021 and will not, and/or was not required to file taxes for the 2021 tax year. **I will provide a Verification of Non-Tax Filing\* letter from the IRS .**
- \*Verification of Non-Tax Filing can be requested online at [www.irs.gov](http://www.irs.gov) or by submitting an IRS form 4506-T and checking box 7.

**E. Complete this section ONLY if you are a Non-Tax Filer for 2021 and earned wages in that year**

Student: Employer	2021 Amount		Spouse: Employer	2021 Amount
1	\$			\$
	\$			\$
	\$			\$
	\$			\$

**Amended Tax Returns**

If you filed a form 1040X amended tax return, or the IRS made changes to your tax return for 2021, provide a signed copy of the form 1040X that was filed with the IRS.

**E. Signature**

By signing this worksheet, I certify that all of the information reported on this worksheet is complete and correct.  
 WARNING: If you purposefully give false or misleading information on this worksheet, you may be fined and/or sentenced to jail.

\_\_\_\_\_  
 Student Signature Date