



Verification Worksheet 2023-2024 FAFSA

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What is Verification?

Your application has been selected for a review 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 parent(s)/stepparent's 2022 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 may 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 parent(s)/stepparent's 2022 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. Upload the completed worksheet and signed copies of tax forms and other documents to the student financial aid self-service portal 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
Chanute, KS 66720
Fax: (620) 432-0447

900 E Logan St
Ottawa, KS 66067
Fax: (785) 248-2830

A. Student Information

_____	_____	_____	_____	_____
Last Name	First Name	M.I.	NCCC Student ID	Last 4 of SSN
_____			_____	
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 parent(s) /step-parent even if you don't live with your parents (do not include a parent not living in household due to separation or divorce)
- Your parent(s)' children (do not include foster children), if they will receive more than half of their support* from your parent(s) from July 1, 2024 through June 30, 2025
- Your unborn child and/or your parent's unborn child, if that child will be born before June 30, 2025 and your parent(s) 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 your parent(s) from July 1, 2024 through June 30, 2025.

*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, mother, step-mother, step-father, brother, sister, etc.)	College Attending in 2024-2025 school year (Do NOT include Parents)

C. Student Tax and Income Information

Did you file a 2022 IRS Tax Return

- Yes, I filed taxes for the 2022 year and have used the IRS Data Retrieval Tool on the 2024-2025 FAFSA.
- Yes, I filed taxes for the 2022 year and will provide either my 2022 IRS Tax Return Transcript*, **OR** a signed copy of my 2022 Tax Return including schedules 1-3 as applicable.
*An IRS Tax Return Transcript can be requested online at www.irs.gov or by submitting a Form 4506-T.
- I did earn income in 2022 but will not, and/or was not required to file taxes for the 2022 tax year. **I will provide copies of my 2022 W-2 form(s). (Complete Section E)**
- I earned no income in 2022 and will not, and/or was not required to file taxes for the 2022 year.

D. Parent Tax and Income Information

Did your parent(s) file a 2022 IRS Tax Return

- Yes, I (the parent(s)) filed taxes for the 2022 year and have used the IRS Data Retrieval Tool on the 2024-2025 FAFSA.
- Yes, I (the parent(s)) filed taxes for the 2022 year and will provide either my 2022 IRS Tax Return Transcript*, **OR** a signed copy of my 2022 Tax Return including schedules 1-3 as applicable.
*An IRS Tax Return Transcript can be requested online at www.irs.gov or by submitting a Form 4506-T.
- I (the parent(s)) did earn income in 2022 but will not, and/or was not required to file taxes for the 2022 tax year. **I will provide copies of my 2022 W-2 form(s) and a Verification of Non-Tax filing* letter from the IRS. (Complete Section E)**
- I (the parent(s)) earned no income in 2022 and will not, and/or was not required to file taxes for the 2022 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 or by submitting a form 4506-T and checking box 7.

E. Complete this section ONLY if you are a non-tax filer for 2022 and earned wages in that year

Student: Employer	2021 Amount Earned	Parent: Employer	2021 Amount Earned
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Amended Tax Returns

If you filed a form 1040X amended tax return, or the IRS made changes to your tax return for 2022, provide a signed copy of the form 1040X that was filed with the IRS.

F. Signatures

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

Student Signature

Date

Parent/Stepparent Signature

Date