

**2020-2021 Verification Worksheet**  
**Dependent Student- Tracking Group V-5**

**D-V5**

Your 2020-2021 Free Application for Federal Student Aid (FAFSA) was selected by the Department of Education for a process called verification. Before awarding Federal Student Aid (FSA), we are required to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, the financial aid office will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may be corrected by our office. **You and the parent listed on your FAFSA must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Office of Financial Aid.** We may ask for additional information. If you have questions about verification, please contact the Jackson College Office of Financial Aid at 517.796.8410.

**STEP 1: Dependent Student’s Information**

Student’s Last Name	Student’s First Name	Student’s M.I.	Student’s Jackson College ID Number
Student’s Street Address (Include Apt. #)			Student’s Date of Birth
City	State	Zip Code	Student’s Primary Phone # (Include Area Code)

**STEP 2: Dependent Student’s Family Information:**

List below the people in your **parents’ household**. Include:

- Yourself and your parent(s), (including a stepparent), **even if you do not live with your parent(s)**.
- Your parents’ other children if your parents will provide more than half of their support from July 1, 2020, through June 30, 2021, or if the other children would be required to provide parental information if they were completing a FAFSA for 2020–2021. Include children who meet either of these standards, even if they do not live with your parents.
- Other people if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2020. **Exclude foster children.**
- Any household member who will be enrolled, **at least half-time**, in a degree, diploma, or certificate program at a 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 JC ID number at the top.**

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

Continue to **Step 3**

**Step 3: Income Information to be verified:**

JC Student ID # \_\_\_\_\_

CHECK ONE BOX ONLY

Student	Parent
<input type="radio"/> Student filed taxes <input type="radio"/> Student had <b>no</b> income, did <b>not</b> file taxes <input type="radio"/> Student <b>had</b> income, did <b>not</b> file taxes: W-2's attached	<input type="radio"/> Parent filed taxes <input type="radio"/> Parent had <b>no</b> income, did <b>not</b> file taxes <input type="radio"/> Parent <b>had</b> income, did <b>not</b> file taxes: W-2's attached.

**\*\*If student and/or parent filed taxes but did not use the Data Retrieval Tool (DRT) on the FAFSA, a 2018 Tax Return Transcript from the IRS must be submitted. See instructions on page five\*\***

**Instructions:** Only complete this section if you and/or parent earned income **but did not file** a 2018 income tax return with the IRS.

Student	Parent	
Please list below the names of <b>all</b> employers in 2018 and provide a W-2 for each.		
Employer's Name	2018 Amount Earned	Student and/or Parent Income
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Student</i>

**Do NOT leave blank; indicate zero or not applicable (N/A) if appropriate:**

**Student:**

**Parent:**

As of the date you filed the 2020-2021 FAFSA, what is your current balance of cash, savings, and checking accounts? *Do not include student financial aid:*  
 \$ \_\_\_\_\_

As of the date you filed the 2020-2021 FAFSA, what is your current balance of cash, savings, and checking accounts? *Do not include student financial aid:*  
 \$ \_\_\_\_\_

As of the date you filed the 2020-2021 FAFSA, what is the net worth of your investments, including real estate? Net worth means current value minus debts:  
 \$ \_\_\_\_\_

As of the date you filed the 2020-2021 FAFSA, what is the net worth of your investments, including real estate? Net worth means current value minus debts:  
 \$ \_\_\_\_\_

As of the date you filed the 2020-2021 FAFSA, what is the net worth of your current businesses and/or investment farms? *Do not include the net worth of family owned and controlled small business with not more than 100 full-time or full-time equivalent employees:*  
 \$ \_\_\_\_\_

As of the date you filed the 2020-2021 FAFSA, what is the net worth of your current businesses and/or investment farms? *Do not include the net worth of family owned and controlled small business with not more than 100 full-time or full-time equivalent employees:*  
 \$ \_\_\_\_\_

Continue to **Step 4:**

**STEP 5: High School Completion Status**

**JC Student ID #** \_\_\_\_\_

Provide **one** of the following documents that indicate the student’s high school completion status in 2020-2021:

- High school diploma or high school transcript including graduation date. –Continue to STEP 6
- Official documentation from high school counselor stating your graduation date and reason why high school diploma/transcript is unavailable. –Continue to STEP 6
- General Education Development (GED) Certificate. –Continue to STEP 6
- Academic transcript of a successfully completed two-year program acceptable for full credit toward a bachelor’s degree. –Continue to STEP 6
- If you are a homeschooled student, a transcript or equivalent, signed by parent or guardian, listing secondary school courses you have completed and documentation that you have successfully completed secondary school education. –Continue to STEP 6
- If you are a homeschooled student, a secondary school completion credential provided under State law. –Continue to STEP 6

**STEP 6A: Identity/Statement of Educational Purpose**

\*Choose **EITHER** Option 1 (sign with Jackson College employee) **OR** Option 2 (sign with notary) \*

**Option 1: Complete this page in person at JC**

You must present this form **in person**. You must also bring the following (**original**) documentation so the Jackson College staff can make a copy.

SOURCE DOCUMENTATION	RECEIVED BY JC EMPLOYEE	JC EMPLOYEE INITIALS
Valid government-issued photo identification, i.e., driver’s license, state identification card, military identification or passport.	<input type="checkbox"/> Yes	
High school diploma or General Educational Development (GED) certificate. If you were homeschooled, you must submit high school transcripts. A transcript must be signed by the parent or guardian and list the secondary school courses completed by the applicant. A secondary school completion credential, for homeschool, provided for under State law, is also acceptable.	<input type="checkbox"/> Yes	

**In-Person Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Jackson College for the 2020-2021 award year.

\_\_\_\_\_  
Student’s Signature                      Date                      Parent’s Signature                      Date

*I verified the applicant’s identity in person and received the above information directly from the applicant.*

\_\_\_\_\_  
Jackson College Authorized Individual-*Print*                      Jackson College Authorized Individual-*Signature*                      Date

**STEP 6B: Identity/Statement of Educational Purpose:**

**JC Student ID # \_\_\_\_\_**

**Option 2: Not In-Person at Jackson College Statement of Educational Purpose**  
***(Must Be Signed by Notary)***

Original document with copy of a valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver's license, other state-issued ID, or passport must be submitted along with proof of high school completion.

I certify that I \_\_\_\_\_ am the individual student signing this form and certify that  
(Print Student's Name)

the Federal student financial assistance I may receive will only be used for educational purposes to pay the cost of attending Jackson College for the 2020-2021 award year.

\_\_\_\_\_  
Student's Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Required)

\_\_\_\_\_  
Date

**Notary's Certificate of Acknowledgement**

State of \_\_\_\_\_ City/County of \_\_\_\_\_ on \_\_\_\_\_,  
(Date)

before me, \_\_\_\_\_ personally appeared  
(Notary's Name)

\_\_\_\_\_, and provided to me on basis of satisfactory  
(Printed Name of Student)

evidence of identification \_\_\_\_\_ to be the above-named person who  
(Type of government-issued ID provided)  
signed the foregoing instrument.

**WITNESS my hand and official seal** \_\_\_\_\_  
(seal) (Notary Signature)

My commission expires on \_\_\_\_\_  
(Date)

**STEP 7: Certification and Signatures:**

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

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

**A written signature from both parent and student is required.**

Student's Signature (Required): \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature (Required): \_\_\_\_\_ Date \_\_\_\_\_

## Options for Submitting Documentation:

**Recommended:** Iron Box: [www.jccmi.edu/securedocuments](http://www.jccmi.edu/securedocuments): *Securely upload documents to the Office of Financial Aid. Please be sure to include your name with each document uploaded*

**Other Options:** Mail: Jackson College Attn: Financial Aid, 2111 Emmons Road, Jackson, MI 49201 or bring in person to any of our campuses.

### **\*\*Instructions for Obtaining Tax Information or an IRS Verification of Non-Filing Letter:**

#### **Using the IRS Data Retrieval Tool (Preferred Method)**

The best way to verify income is by using the IRS Data Retrieval Tool on your FAFSA. If you, and/or your parent(s) have not already used the Data Retrieval Tool, please follow the steps below:

1. Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and log into your FAFSA record.
2. Select “**Make FAFSA Corrections,**” and navigate to the financial information section of the form.
3. Follow the on screen instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer IRS income tax information onto your FAFSA.
4. Once you are connected to the IRS website check the box to transfer tax information into the FAFSA and select “Transfer Now.” You will then be returned to the FAFSA web site, and the data transfer has been completed!
5. After successfully transferring your IRS Data to your FAFSA, make sure you sign your FAFSA with your FSA ID and submit your updated/corrected FAFSA for processing.

#### **Requesting a 2018 Tax Return Transcript**

A 2018 Tax Return Transcript may be obtained through:

1. **U.S. Mail:** Go to [www.irs.gov](http://www.irs.gov). Under the tools heading, click “Get Your Tax Record;” then “Request by Mail.” Select the **2018 IRS Tax Return Transcript**.
2. **Online:** Go to [www.irs.gov](http://www.irs.gov). Under the tools heading, click “Get Your Tax Record,” then “Request Online.” Create an account and follow the prompts. Select the **2018 IRS Tax Return Transcript**.
3. **Automated Telephone Request:** 1-800-908-9946

#### **Requesting an IRS Verification of Non-Filing Letter and/or Wage and Income Statement**

An IRS Verification of Non-Filing Letter may be obtained through:

1. **Automated Telephone Request:** 1-800-908-9946
2. **Paper Request Form:** IRS Form 4506T-EZ or IRS Form 4506-T