2023-2024 Verification Worksheet
Dependent Student- Tracking Group V-5

D-V5

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) has been selected by the Department of Education for a process called verification. Therefore, we are required to confirm the information reported on your FAFSA. To verify that you provided correct information, the Office of Financial Aid will compare your FAFSA with the information on this worksheet and any other required documents and make corrections as needed to the Federal Student Aid processor. Title IV awards will not be processed until all documents are verified. 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) _____

Parent Email Address _____

STEP 2: Dependent Student's Family Information:

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

- Yourself
- Your parent(s), (including a stepparent), **even if you do not live with your parent(s)**.
- Your parents' other children if they meet one of the two standards below, even if they do not live with your parents:
  - Your parents will provide more than half of their support from July 1, 2023, through June 30, 2024.
  - If the other children would be required to provide parental information if they were completing a 2023-2024 FAFSA.
- Do NOT include foster children.
- 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, 2023.
- Include the name of the postsecondary institution for any household member (under 24 years of age) who will be enrolled, ***at least half-time***, in a degree, diploma, or certificate program any time between ***July 1, 2023, and June 30, 2024***.

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

STEP 3: Income Information to be Verified: **JC Student ID #: _____**

Must be completed, check one option each for student and parent

Student	Parent
○ Student filed taxes	○ Parent filed taxes
○ Student had **no** income, did **not** file taxes	○ Parent had **no** income, did **not** file taxes
○ Student **had** income, did **not** file taxes: W-2's attached	○ Parent **had** income, did **not** file taxes: W-2's attached.

Only complete this section if the student/parent earned income but did not file a 2021 income tax return with the IRS.

Please list below the names of **all** employers in 2021 and provide a W-2 for each.

Employer's Name	2021 Amount Earned	Student or Parent Income
Suzy's Auto Body Shop (example)	*$2,000.00 (example)*	*Student/Parent*

STEP 4: Choose **EITHER** Option 1 (sign with Jackson College employee) **OR** Option 2 (sign with notary)

Option 1: Identity/Statement of Educational Purpose:

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
Unexpired valid government-issued photo identification (ID), i.e., driver's license, state identification card, or passport.	☐ Yes	

I certify that I _____ am the individual signing this Statement of Educational
(Print Student's Name)
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 2023-2024 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

Option 2: Identity/Statement of Educational Purpose: **JC Student ID # _____**

(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.

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 2023-2024 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)

Continue to Step 5:

STEP 5: Certification and Signatures: **JC Student ID #:** _____

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

By signing this worksheet, you certify that all of the information reported on it is complete and correct.

Student's Signature:_____Date_____

Parent's Signature:_____Date_____

STEP 4: Submit Completed Documentation:

To submit documentation please use our secure document site: www.jccmi.edu/securedocuments.

1. Choose Financial Aid under the Central Campus Departments heading.
2. Choose "Click here to select files from your computer" and select the required documents.
3. Click "Start Upload" and wait for your documents to be uploaded to Iron Box.
   - Each document MUST include your name and JC ID number.
   - Documentation submitted after August 1, 2023, will take longer to process due to increased volume and will therefore delay your financial aid award for the 2023-2024 academic year.

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

A. 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 have not already used the Data Retrieval Tool, please follow the steps below:

1. Go to **www.fafsa.ed.gov** and log into your FAFSA record.
2. Select **"Make FAFSA Corrections,"** and select the financial information section.
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.

B. Requesting a 2021 U.S. Tax Record of Account
A 2021 U.S. Tax Record of Account may be obtained through:

1. **U.S. Mail:** Go to **www.irs.gov**, click "Get Your Tax Record;" then "Request by Mail." Select the **2021 IRS Record of Account.**
2. **Online:** Go to **www.irs.gov,** click "Get Your Tax Record," then "Request Online." Create an account or log in and follow the prompts. Select the **2021 IRS Record of Account.**

C. 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. **Online:** Go to www.irs.gov, click "Get Your Tax Record," then "Request Online." Create an account or log in and follow the prompts. Select the **2021 Verification of Non-filing Letter.**
2. **Paper Request Form**: IRS Form 4506-T-EZ.