

2019–2020 Verification Worksheet
Dependent Student- Tracking Group V-1

D-V1

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected 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 JC 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 Social Security Number
Student’s Street Address (Include Apt. #)		Student’s Date of Birth	
City	State	Zip Code	Student’s Primary Phone # (Include Area Code)
Student’s Preferred Email Address		Student’s JC ID Number	

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, 2019, through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019–2020. 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, 2019. **Exclude foster children.**

Also, include the name of the college for 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, 2019, and June 30, 2020**. If more space is needed, attach a separate page with the student’s name and Social Security 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>		

Step 3: Income Information to be verified:

CHECK ONE BOX ONLY FOR STUDENT, ONE BOX ONLY FOR PARENT

Student	Parent
<input type="radio"/> Student filed taxes <input type="radio"/> Student had no income, did not file taxes <input type="radio"/> Student had income, did not file taxes: W-2's attached	<input type="radio"/> Parent filed taxes <input type="radio"/> Parent had no income, did not file taxes <input type="radio"/> Parent had income, did not 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, you must submit a 2017 Tax Return Transcript from the IRS. See instructions on page three****

Instructions: Only complete this section if the student/parent earned income, **but did not file taxes and was not required to file** a 2017 income tax return with the IRS.

Student	Parent	
Please list below the names of all employers in 2017 and provide a W-2 for each.		
Employer's Name	2017 Amount Earned	Student or Parent Income
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Student</i>

STEP 4: 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 _____

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the JC Office of Financial Aid for processing. You should make a copy of this worksheet for your records.

Additional Information Page

Options for Submitting Documentation:

Recommended: Iron Box: 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

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 that is part of FAFSA on the Web. 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 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, you will want to review your tax information for accuracy. 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 2017 Tax Return Transcript

A **2017 Tax Return Transcript** may be obtained through:

- **U.S. Mail:** Go to www.irs.gov. Under the tools heading, click “Get a Tax Transcript;” then “Get a Transcript by Mail.” Select the **2017 IRS Tax Return Transcript**. *Note: The account transcript cannot be accepted. Please ensure you have selected the 2017 Tax Return Transcript.*
- **Online:** Go to www.irs.gov. Under the tools heading, click “Get a Tax Transcript;” then “Get a Transcript Online.” Create an account and follow prompts. Select the **2017 IRS Tax Return Transcript**. *Note: The account transcript cannot be accepted. Please ensure you have selected the 2017 Tax Return Transcript.*
- **Automated Telephone Request:** 1-800-908-9946
- **Paper Request Form:** IRS Form 4506T-EZ or IRS Form 4506-T

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:

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

This page is for your information and does not need to be submitted to the Office of Financial Aid