

## 2020-2021 Verification Worksheet *Independent Student- Tracking Group V-1*

# I-V1

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 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 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: Independent 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: Independent Student's Family Information

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

- Yourself and your spouse, if married.
- The student's and/or spouse's children if the student or spouse will provide more than half of children's support from July 1, 2020, through June 30, 2021. Include children who meet either of these standards, even if they do not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of the other person's support and will continue to provide more than half of that person's support through June 30, 2021.
- 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
<p><input type="radio"/> Student filed taxes</p> <p><input type="radio"/> Student had <b>no</b> income, did <b>not</b> file taxes</p> <p><input type="radio"/> Student <b>had</b> income, did <b>not</b> file taxes: W-2's attached</p>

**\*\*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 three\*\***

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

Student		
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 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:**

As of the date you filed the 2020-2021 FAFSA, what is your current balance of cash, savings, and checking accounts? <i>Do not include student financial aid:</i> \$ _____
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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: \$ _____
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As of the date you filed the 2020-2021 FAFSA, what is the net worth of your current businesses and/or investment farms? <i>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:</i> \$ _____
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Continue to **Step 4:**

**STEP 4: 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.

**A written signature from student is required.**

Student'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