



2020–2021 Verification Worksheet
Independent Student- Tracking Group V-5

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 ONLY ONE BOX

Student
<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

****If student 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 all 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? *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 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:*

\$ _____

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 also bring the following (**original**) documentation so the Jackson College employees 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.

(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 2020-2021 award year.

Student’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

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 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 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. 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. 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