2023–2024 Verification Worksheet
Independent Student-Tracking Group V-5

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: Independent Student’s Information

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>Student’s First Name</th>
<th>Student’s M.I.</th>
<th>Student’s Jackson College ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Street Address (Include Apt. #)</th>
<th>Student’s Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Student’s Primary Phone # (Include Area Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STEP 2: Independent Student’s Family Information

List below the people in your household; include:

- Yourself and spouse, if applicable.
- Your and/or your spouse’s children if you and/or your spouse will provide more than half of the children’s support from July 1, 2023, through June 30, 2024.
  - Include children who meet this standard even if they do not live with you.
- Other people if they now live with you and you provide more than half of that person’s support and will continue to do so through June 30, 2024.
- Any household member 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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship to Student</th>
<th>College</th>
<th>Will be Enrolled at Least Half Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missy Jones (example)</td>
<td>18</td>
<td>Sister</td>
<td>Central University</td>
<td>Yes</td>
</tr>
<tr>
<td>Self</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Continue to Step 3
STEP 3: Income Information to be Verified:  

Must be completed, only check one option

<table>
<thead>
<tr>
<th>Student</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>o Student filed taxes</td>
<td></td>
</tr>
<tr>
<td>o Student had no income, did not file taxes</td>
<td></td>
</tr>
<tr>
<td>o Student had income, did not file taxes: W-2’s attached</td>
<td></td>
</tr>
</tbody>
</table>

Only complete this section if you 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.

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>2021 Amount Earned</th>
<th>Student Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzy’s Auto Body Shop (example)</td>
<td>$2,000.00 (example)</td>
<td>Student</td>
</tr>
</tbody>
</table>

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 employees can make a copy.

<table>
<thead>
<tr>
<th>SOURCE DOCUMENTATION</th>
<th>RECEIVED BY JC EMPLOYEE</th>
<th>JC EMPLOYEE INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unexpired valid government-issued photo identification (ID), i.e., driver’s license, state identification card, or passport.</td>
<td>☐ Yes</td>
<td></td>
</tr>
</tbody>
</table>

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 2023-2024 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
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

---

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 ________________

STEP 6: 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.