

## 2019-2020 Verification Worksheet

### Independent Student- Tracking Group V-1

# I-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 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: Independent 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: 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, 2019, through June 30, 2020. 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, 2020.

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 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:**

**CHECK ONE BOX ONLY FOR STUDENT**

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, you must submit a 2017 Tax Return Transcript from the IRS. See instructions on page three\*\***

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

Student		
Please list below the names of <b>all</b> 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 student is required.**

Student'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](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

## 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](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, 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 website, 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

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

- **U.S. Mail:** Go to [www.irs.gov](http://www.irs.gov). Under the tools heading, click “Get a Tax Transcript,” then “Get 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](http://www.irs.gov). Under the tools heading, click “Get a Tax Transcript,” then “Get 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\**