



Your 2021-2022 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. In this process, the school will be comparing information from your application with you and your parent’s 2019 federal tax transcripts, wage and income transcript or other financial documents. If there are differences your FAFSA information may need to be corrected. You and your parent’s whose information was reported on the FAFSA must complete and sign this institutional verification documents, attach any required documents, and submit the form and other required documents to the Financial Aid office. We may ask for additional information if necessary. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

**A. Student’s Information**

Last Name	First Name	M.I.	Social Security Number	Student ID Number (A number)
Address			Date of Birth	
City	State	Zip Code	Email Address	
Student’s Primary Phone Number (include area code)			Student’s Alternate or Cell Phone Number	

**B. Dependent Student’s Family Information**

List below the people in the parent’s household. Household includes:

- **The Student**
- **The parents (including a stepparent) even if the student doesn’t live with the parents.**
- **The parent’s other children if the parents will provide more than half of their support from July 1, 2021 through June 30, 2022, or if the other children would be required to provide parental information if they were completing a FAFSA for 2021-2022. Include children who meet either of these standards even if the children do not live with the parents.**
- **Other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2022.**

Also Indicate in the space provided any household member who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2021 and June 30, 2022. Include the name of the college.

Full Name	Age	Relationship	College
		<b>SELF</b>	J.F. Drake State Community & Technical College

**Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.**

## C. Dependent **Student's** Income Information

**You will only fill out either #1 or #2 of Section C. Please read the instructions carefully.**

Instructions: Complete this section if the student filed or will file a 2019 IRS income tax return(s). The best way to verify is by using the IRS Data Retrieval Tool (IRS DRT) that is part of the FAFSA on the web at FAFSA.ed.gov.

### 1. **FILED TAXES** - Important Note: The instructions below apply to the student.

Check the box that applies:

- The student has used the IRS DRT in FAFSA on the Web to transfer 2019 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the institution a 2019 Tax Return Transcript(s). This document must be obtained from the IRS agency. See instructions below.

A 2019 IRS Tax Return Transcript may be obtained through:

- Get Transcript ONLINE – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click “Get a tax transcript.” Click “Get Transcript ONLINE.” Make sure to request the “**IRS Tax Return Transcript**” and NOT the “IRS Tax Account Transcript.”
- Get Transcript by MAIL – Online request – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading on the IRS homepage, click “Get a Tax Transcript.” Make sure to request the “**IRS Tax Return Transcript**” and NOT the “IRS Tax Account Transcript.”
- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

### 2. **DID NOT FILE TAXES** - Important Note: The instructions below apply to the student. **A NON-FILERS TAX RETURN TRANSCRIPT AND WAGE AND INCOME TRANSCRIPT WILL BE REQUIRED FROM THE IRS.**

Check the box that applies:

- The student was not employed and had no income earned from work in 2019.
- The student was employed in 2019 and have listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form is provided. **(If employers are listed and provided W2s - a wage and income transcript will be required.)** See above instructions and select wage and income transcript.)

Employer's Name	2019 Amount Earned	IRS W-2 Provided by employer?
Suzy's Auto Body Shop (example)	\$2,000.00	Yes
	Total Amount of income earned from work.	\$

Note: We may require you to provide documentation from the IRS that indicates a 2019 IRS income tax return was not filed with the IRS.

## D. Dependent **Parent's** Income Information

**You will only fill out either #1 or #2 of Section D. Please read the instructions carefully.**

Instructions: Complete this section if the parents filed or will file a 2019 IRS income tax return(s). The best way to verify is by using the IRS Data Retrieval Tool (IRS DRT) that is part of the FAFSA on the web at FAFSA.ed.gov.

1. **FILED TAXES** - The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2019 or had a change in marital status after the end of the 2019 tax year on December 31, 2019.

**Check the box that applies:**

- The parents have used the IRS DRT in FAFSA on the Web to transfer the 2019 IRS income tax return information into the student's FAFSA.
- The parent(s) is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the institution a 2019 Tax Return Transcript(s). This document must be obtained from the IRS agency. See instructions below.

A 2019 IRS Tax Return Transcript may be obtained through:

- Get Transcript ONLINE – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click “Get a tax transcript.” Click “Get Transcript ONLINE.” Make sure to request the “**IRS Tax Return Transcript**” and NOT the “IRS Tax Account Transcript.”
- Get Transcript by MAIL – Online request – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading on the IRS homepage, click “Get a Tax Transcript.” Make sure to request the “**IRS Tax Return Transcript**” and NOT the “IRS Tax Account Transcript.”
- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

*If the parents filed separate 2019 IRS income tax returns, the IRS DRT cannot be used and 2019 IRS Tax Return Transcripts must be provided for **each** parent.*

2. **DID NOT FILE TAXES** - Important Note: The instructions and certification below apply to each parent included in the household. **A NON-FILERS TAX RETURN TRANSCRIPT AND WAGE AND INCOME TRANSCRIPT WILL BE REQUIRED FROM THE IRS.**

Instructions: Complete this section if the parents will not file and are not required to file a 2019 income tax return with the IRS.

**Check the box that applies:**

- Neither parent was employed nor had income from work in 2019.
- One or both parents were employed in 2019 and have listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form is provided. **(If employers are listed and provided W2s a wage and income transcript will be required.)** See above instructions and select wage and income transcript.

Employer's Name	2019 Amount Earned	IRS W-2 Provided by employer?
Suzy's Auto Body Shop (example)	\$2,000.00	Yes
	Total Amount of income earned from work.	\$

Note: We may require you to provide documentation from the IRS that indicates a 2019 IRS income tax return was not filed with the IRS.

**E. Verification of Other Untaxed Income for 2019**

If any item does not apply, enter "N/A" for Not Applicable where a response is requested, or enter 0 in an area where an amount is requested. Answer each question below as it applies to the student and the student's parent(s) whose information is on the FAFSA.

To determine the correct annual amount for each item: If you paid or received the same dollar amount every month in 2019, multiply that amount by the number of months in 2019 you paid or received it. If you did not pay or receive the same amount each month in 2019, add together the amounts you paid or received each month.

**1. Payments to tax-deferred pension and retirement savings.**

List any payments (direct or withheld from earnings) to tax-deferred pension and retirement savings plans (e.g 401(k) or 403(b) plans), including but not limited to, amounts reported on W-2 forms in Boxes 12a through 12d with codes D, E, F, G, H, and S.

Name of Person who made the payment	Total Amount Paid in 2019
<i>Total Payments to Tax-deferred Pension and Retirement Savings:</i>	\$

**2. Housing, Food, and other living allowances paid to members of the military, clergy and others**

Include cash payments and/or the cash value of benefits received.

**Do not include** the value of on-base military housing or the value of a basic military allowance for housing.

Name of Recipient	Type of Benefit Received	Amount of Benefit Received in 2019
	<i>Total Amount of Benefits Received:</i>	\$

**3. Veterans non-educational benefits**

List the total amount of veteran's non-education benefit received in 2019. Include disability, Death pension, dependency and Indemnity Compensation (DIC), and/or VA Educational Work study allowances.

**Do not include** federal veterans' educational benefits such as: Montgomery GI Bill, Dependents Education Assistance Program or Post 9/11 GI Bill.

Name of Recipient	Type of Veterans Non-education benefit	Amount of Benefit Received in 2019
	<i>Total Amount of Benefits Received:</i>	\$

**4. Other untaxed income**

List the amount of other untaxed income not reported and not included elsewhere on this form. Include untaxed income such as workers’ compensation, disability, black lung benefits, untaxed portions of health saving accounts from IRS for 1040 Line 25, railroad retirement benefits, etc.

Name of Recipient	Type of Other Untaxed Income	Amount of Benefit Received in 2019
<i>Total Amount of Benefits Received:</i>		\$

**5. Money received or paid on the student’s behalf**

List any money received or paid on the parent’s behalf (e.g., payment for parent’s bills) and not reported elsewhere on this form. Enter the total amount of cash support the parent(s) received in 2019. Include support from others whose information was not reported. For example, if someone is paying rent, utility bills, etc., for the student or gives cash, gift cards etc.

Purpose: e.g., Cash, Rent, Books	Source (person or agency)	Amount Received in 2019
<i>Total Amount Received:</i>		\$

**F. Certification and Signature**

Each person signing below certifies that all of the information reported is complete and correct. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student ID Number (D number)

\_\_\_\_\_  
Student Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (Required)

\_\_\_\_\_  
Date

*Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school. You should make a copy of this worksheet for your records.*



**Office of Financial Aid**  
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