



2014-2015 Verification Form – Independent Student

Your application was selected for review in a process called “Verification.” In this process, JCCC will be comparing information from your Free Application for Federal Student Aid (FAFSA) with information from this worksheet. By law, we have the right to ask you for this information before awarding federal aid. If there are any discrepancies, JCCC may request further clarification and/or documentation. If corrections are needed, JCCC will make them on your behalf. Once you submit the requested documents, please do not make any corrections to your FAFSA unless you are instructed to do so by JCCC. Please complete and return this form as soon as possible.

A. Student Information *Please print. Please use black ink.*

Last Name First Name M.I.

JCCC ID # Birthdate _____ Daytime Phone No. _____
(mm/dd/yyyy) (xxx-xxx-xxxx)

B. Family Information

1. List the people in your household, including:

- Yourself
- Your spouse
- Your dependent children if you provide more than half of their support* from July 1, 2014, through June 30, 2015.
- Other people **if** they now live with you **and** they receive more than half of their support* from you, **and** they will continue to do so from July 1, 2014, through June 30, 2015.

*Support includes money, gifts, loans, housing, food, clothes, car, medical/dental care, etc.

2. Write in the name of the college for any household member who will be attending college at least half-time between July 1, 2014, and June 30, 2015, and will be enrolled in a degree or certificate program.

List yourself first.

| Full Name | Age | Relationship | College |
|-----------|-----|--------------|---------|
| | | Self | JCCC |
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C. Student's Income Information to Be Verified

Check one box only.

1. **TAX RETURN FILERS: ***Important Note:** If you filed, or will file, an amended 2013 IRS tax return or a filing extension for 2013, see page 4 of this form for further information.
 - I filed taxes in 2013
 - When completing the FAFSA, if you imported your tax information directly from the IRS and did not alter that information, you will not need to submit an IRS Tax Return Transcript.
 - If you did not import your tax information directly from the IRS, it is preferred that you make FAFSA corrections to import this information. If unable to do so, you must submit an IRS Tax Return Transcript. See page 4 of this form for further information.
 - If you altered or corrected tax information that you previously reported on the FAFSA, you must provide an IRS Tax Return Transcript. See page 4 of this form for further information.
 - Please check the Financial Aid requirements on your MyJCCC account to determine what is required.
2. **TAX RETURN NONFILERS:** Complete this section if you did not file, and are **not required** to file, a 2013 income tax return with the IRS.
 - I **did not** work in 2013, so I did not file and am not required to file a 2013 tax return.
 - I **did** work in 2013, but I did not file taxes and am not required to file a 2013 tax return. List all of your employers and the amount earned from each, even if you did not receive a W-2. *****You must submit copies of your 2013 W-2s and complete the boxes below.**

| 2013 Employer | 2013 Amount Earned |
|---------------|--------------------|
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D. Spouse's Income Information to Be Verified

Check one box only.

1. **TAX RETURN FILERS: ***Important Note:** If your spouse filed, or will file, an amended 2013 IRS tax return or a filing extension for 2013, see page 4 of this form for further information.
 - My spouse and I filed a joint return.
 - My spouse and I filed separate returns in 2013.
 - Submit spouse's IRS Tax Return Transcript.
2. **TAX RETURN NONFILERS:** Complete this section if your spouse did not file, and is **not required** to file, a 2013 income tax return with the IRS.
 - My spouse **did not** work in 2013, so did not file and is not required to file a 2013 tax return.
 - My spouse **did** work in 2013, but did not file taxes and is not required to file a 2013 tax return. List all of your spouse's employers and the amount earned from each, even if W-2s were not received. *****Your spouse must submit copies of all 2013 W-2s and complete the boxes below.**

| 2013 Employer | 2013 Amount Earned |
|---------------|--------------------|
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E. Student and Spousal Additional Information

1. **In 2012 or 2013**, did you (or anyone in your household) receive benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps)?
 - NO
 - YES – **Please provide documentation of that benefit.**

2. **In 2013**, did you or your spouse (if married) pay child support because of divorce or separation or as a result of a legal requirement? Don't include support paid for children in your household.
 - NO
 - YES – If yes, you must list the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2013 for each child.

| Name of Person Who Paid Child Support | Name of Person to Whom Child Support Was Paid | Name of Child for Whom Support Was Paid | 2013 Annual Amount of Child Support Paid |
|---------------------------------------|---|---|--|
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WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

F. Sign This Form

By signing this worksheet, I certify that all the information reported on this worksheet is complete and correct. **Please use black ink.**

Student _____
 *Electronic signatures will not be accepted.

Date _____
 (mm/dd/yyyy)

Please return this form to:
 Johnson County Community College
 Financial Aid Office, Box 50
 12345 College Blvd.
 Overland Park, KS 66210-1299
 913-469-3840
 Fax 913-469-2310
 finaid@jccc.edu

Independent

Follow These Steps to Utilize the IRS DRT to Transfer IRS Tax Data into the FAFSA

1. Click **Login** at fafsa.ed.gov.
2. Enter student's name, Social Security Number, and date of birth. Click **Next**.
3. Click **Make FAFSA Corrections** if the FAFSA has previously been submitted.
4. Enter student's Federal PIN and password created when FAFSA was filed.
5. Click on **Financial Information** (located in the top menu navigation bar).
 - For students who provide parent financial information on the FAFSA, the **Parent Tax Information** is displayed.
6. Select **Already Completed** if the parent 2013 IRS income tax return has already been completed and submitted.
7. Select the correct answer for each of the questions.
 - If **No** is selected for all questions, enter the parent federal PIN and click **LINK TO IRS**.
8. Click **OK** to leave FAFSA on the Web.
9. Click **OK** to enter the IRS system.
10. Once on the IRS website, enter the requested information.
11. Click **Submit** when requested information has been entered *exactly* how it appears on the IRS income tax return.
 - If the IRS is able to validate your identification, the IRS tax information displays.
 - If any part of the street address on the 2013 IRS Income Tax Return is abbreviated, please eliminate all punctuation and be sure that the street address on the FAFSA is exactly the same as the 2013 IRS Income Tax Return.
Example: If the street address on the 2013 IRS Income Tax Return is *104 E. Main St.*, it should be entered as *104 E Main St* on the FAFSA.
 - 2013 IRS Income Tax Returns that are filed using only a PO Box should be entered on the street address line.
12. Select the **Transfer My Tax Information into the FAFSA** and click **Transfer Now**.
 - **DO NOT change any information.**
13. Return to the FAFSA website using the links provided.
14. If the student has already completed a submitted a 2013 IRS Income Tax Return, proceed to the Student Financial Information section under **Financial Information** (located in the top menu navigation bar).
 - Repeat steps 3-13 to retrieve the student tax information.
15. Click on **Sign & Submit** in the top menu navigation bar after the student tax information is transferred into the FAFSA.
16. Proceed with signing and submitting the FAFSA.
17. Click on **SUBMIT MY FAFSA NOW**. A confirmation number displays to verify submission.

If you have not used the IRS Data Retrieval Tool at the initial FAFSA filing or through the FAFSA Web Correction process, this will slow down the verification process.

- You must provide an **IRS Tax Return Transcript** for you, your spouse or parent(s) as applicable.
- Tax transcripts can be requested online at www.irs.gov/transcript.
 - Click **Get Transcript ONLINE**.
 - Sign in, or create an account, if necessary.
 - Click the button next to Higher Education/Student Aid.
 - Click the appropriate tax year under **Return Transcript**.
 - Print the .pdf document.

Individuals Granted a Filing Extension by the IRS

If an individual is required to file a 2013 IRS income tax return and has been granted a filing extension by the IRS, provide the following documents:

- A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for the tax year 2013;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2013; and
- A copy of IRS Form W-2 for each source of employment income received for tax year 2013 and, if self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2013.

Individuals Who Filed an Amended IRS Income Tax Return

If an individual filed an amended IRS income tax return for tax year 2013, provide both of the following:

- A signed copy of the original 2013 IRS income tax return that was filed with the IRS or a **2013 IRS Tax Return Transcript**; and
- A signed copy of the 2013 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

Individuals Who Were Victims of IRS Identify Theft

A victim of IRS identity theft who is not able to obtain a **2013 IRS Tax Return Transcript** or use the IRS DRT must contact the IRS at 1-800-908-4490. Upon authentication of the tax filer's identity, the IRS will provide, by U.S. Postal Service, a printout of the tax filer's 2013 IRS income tax return information.