



# 2023–2024 Standard Dependent Verification Worksheet

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. In this process, we are required by federal law to compare the information from your FAFSA application with the information provided on this form and your and your parent’s tax information. If there are differences, your FAFSA information may need to be corrected. You and your parent must complete and sign this worksheet, attach any required documents, and submit this form and other required documents to the Financial Aid Office. We cannot process your financial aid application until verification has been completed.

Complete this form and return it to: CC Financial Aid Office, 600 Centralia College Blvd., Centralia, WA, 98531-4099  
**Phone:** 360.623.8975 **Email:** ccfinancialaid@centralia.edu

## Student Information

_____	_____	_____	_____
Last Name	First Name	M.I.	Social Security Number
_____			_____
Mailing Address (include apt. no.)			ctcLink ID
_____	_____	_____	_____
City	State	Zip Code	Date of Birth (mm/dd/yyyy format)
_____			_____
Email Address			Phone Number

## Family Information

List below the people in your parent(s) household. Include:

- Yourself and your parent(s) (including a stepparent) even if you don’t live with your parent(s). If your biological parents are divorced, only include household information about the parent you currently live with or parent you last lived with.
- Your parent(s) other children if your parent(s) will provide more than half of their support from July 1, 2023, through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for the 2023–2024 school year. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people, if they now live with your parent(s) and your parent(s) provides more than half of their support and will continue to provide more than half of their support through June 30, 2024.

Include the name of the college for any household member, excluding your parent(s), 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, 2023 and June 30, 2024. *If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half-Time
	18	Sister	Centralia College	Yes
		Self		

Student's Name: \_\_\_\_\_ ctcLink ID: \_\_\_\_\_

## Verification of 2021 Student Income Information

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**TAX RETURN FILERS:** The instructions below apply to the student.

**Instructions:** Complete this section if you, the student, filed or will file a 2021 IRS income tax return. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2021 income information that was transferred into your FAFSA using the IRS DRT if that information was not changed.

**Check the box that applies:**

I have used the IRS DRT in FAFSA on the Web to transfer 2021 IRS income tax return information into my FAFSA application.

I have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2021 IRS income tax return information into my FAFSA application.

I am unable or choose not to use the IRS DRT in FAFSA on the Web, and instead, will provide the school with a **2021 IRS Tax Return Transcript or a signed copy of my 2021 income tax return and applicable schedules.**

A **2021 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail – Go to [www.irs.gov](http://www.irs.gov), click “Get Your Tax Record.” Click “Get Transcript by Mail.” Make sure to request the “Return Transcript” and **NOT** the “Account Transcript.”
- Automated Telephone Request – 1-800-908-9946.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. This option must be used if you had an address change since filing your 2021 tax return.

Check here if a 2021 IRS Tax Return Transcript or signed tax return is provided.

Check here if a 2021 IRS Tax Return Transcript or signed tax return will be provided later.

**Tax return transcripts are generally received within 10 business days from the IRS's receipt of the request.**

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**STUDENT NONTAX FILERS:** The instructions below apply to the student. Complete this section if you the **student did not file and are not required** to file a 2021 income tax return with the IRS.

**Check the box that applies:**

I, the student, was not employed and had no income earned from work in 2021.

I, the student, was employed in 2021 and have listed the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is provided. Copies of all 2021 IRS W-2 forms issued by my employers are listed. Every employer is listed, even if they did not issue an IRS W-2 form.

**Note: You are required to provide copies of all your W-2 form(s) that you received. Contact your employer(s) for an additional copy if you did not keep a copy of your 2021 W-2 form(s).**

**Student nontax filer information continues on next page.**

Student's Name: \_\_\_\_\_ ctcLink ID: \_\_\_\_\_

Student nontax filer information continued from previous page:

Employer's Name	IRS W-2 Provided?	Annual 2021 Amount Earned
(Example) Suzy's Body Shop	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

As a dependent student, you are excluded from the verification requirement to provide confirmation of your nonfiling status from the IRS or other relevant tax authority. This requirement remains for your parent if they did not file a 2021 tax return. See the parent nonfiler section if your parent did not file a tax return in 2021.

### Verification of 2021 Parent Income Information

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**PARENT TAX RETURN FILERS:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parent(s) filed separate IRS income tax returns for 2021 or had a change in marital status after December 31, 2021.

**Instructions:** Complete this section if the parent(s) filed or will file a 2021 income tax return. The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2021 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

**Check the box that applies:**

I, the parent, have used the IRS DRT in FAFSA on the Web to transfer 2021 IRS income tax return information into the student's FAFSA application.

I, the parent, have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2021 IRS income tax return information into the student's FAFSA application.

I, the parent, am unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the financial aid office with a copy of my **2021 IRS Tax Return Transcript(s) or a signed copy of my 2021 tax return(s) and applicable schedules.**

A **2021 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by MAIL – Go to [www.irs.gov](http://www.irs.gov), click “Get Your Tax Record.” Click “Get Transcript by Mail.” Make sure to request the “Return Transcript and **NOT** the “Account Transcript.”
- Automated Telephone Request – 1-800-908-9946.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. This form must be used if there has been an address change or marital status change since filing the 2021 tax return.

**Tax return transcripts are generally received within 10 business days from the IRS's receipt of the request.**

Student's Name: \_\_\_\_\_ ctcLink ID: \_\_\_\_\_

**Parent(s) income information continued from previous page:**

If you are married, and you and your spouse filed separate 2021 IRS income tax returns, the IRS DRT cannot be used and tax return transcripts or signed tax returns must be provided for both of you. For parents who have experienced a change in marital status: 1) If you have become married since filing your 2021 income tax return, then you will need to provide a 2021 IRS Tax Return Transcript or signed tax return for both yourself and your spouse (if taxes were filed). 2) If you have separated from your spouse or are now divorced from your spouse, then provide a 2021 IRS Tax Return Transcript or signed tax return, along with any W2 form(s) for both yourself and your spouse so the income can accurately be separated.

Check here if a 2021 IRS Tax Return Transcript(s) or signed 2021 tax return(s) is provided.

Check here if a 2021 IRS Tax Return Transcript(s) or signed 2021 tax return(s) will be provided later.

Any individual who files an amended IRS income tax return for tax year 2021 must provide a copy of their 2021 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," in addition to their Tax Return Transcript from the IRS or signed copy of 2021 tax return (that will only include the information on the original tax return) and the applicable schedules.

Any individual who was the victim of IRS tax-related identity theft must provide a Tax Return DataBase View (TRDBV) transcript obtained from the IRS and a statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

**PARENT NONTAX FILERS:** The instructions below apply to each parent included in the household. Complete this section if the **parent(s) will not file and are not required** to file a 2021 income tax return with the IRS.

**Check the box that applies:**

Neither parent was employed, and neither had income earned from work in 2021.

One or both parents were employed in 2021 and have listed the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is provided. Copies of all 2021 IRS W-2 form(s) issued by either of our employers are listed. Every employer is listed, even if the employer did not issue an IRS W-2 form.

**Note: Both parents are required to provide copies of all W-2 form(s) that they received. Contact your employer(s) for an additional copy if you did not keep a copy of your 2021 W-2 form(s).**

<b>Employer's Name</b>	<b>IRS W-2 Provided?</b>	<b>Annual Amount Earned in 2021</b>
(Example) Suzy's Body Shop	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

**Parent nontax filer information continues on next page.**

Student's Name: \_\_\_\_\_ ctcLink ID: \_\_\_\_\_

**Parent(s) income information continued from previous page:**

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2022 that indicates a 2021 IRS income tax return was not filed with the IRS or other relevant tax authority. You are required to provide proof that you did not file taxes.

Check here if confirmation of nonfiling is provided.

Check here if confirmation of nonfiling will be provided later.

IRS nonfiler status letters can be obtained by submitting the paper request IRS Form 4506-T. This form can be obtained from the IRS website, [www.irs.gov](http://www.irs.gov), or Financial Aid Office. When filling the form out make sure to select "Verification of Nonfiling" and indicate the "Year or period requested" as 12/31/2021. **Faxing the form is the quickest way to receive a response from the IRS for nonfiler status letters. Make sure to keep the confirmation page when you fax the form. Nonfiler status letters typically arrive by mail within 10 business days of being ordered. If more than 10 business days have passed since ordering the nonfiler status letter, contact the financial aid office for further assistance.**

**Certification and Signatures**

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Each person signing below certifies that all of the information reported is complete and correct.

***Warning: if you purposely give false or misleading information you may be fined, be sentenced to jail, or both.***

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Why we need your Social Security number:** Disclosure of your social security number is mandatory to apply for Federal student aid, under Section 484(a)(4)(B) of the Higher Education Act of 1965, as amended. The college uses your social security number to match your records with the Free Application for Federal Student Aid, to identify you and to process payments.