

## 2024-2025 INDEPENDENT VERIFICATION WORKSHEET V1

**Student Name:** \_\_\_\_\_ **NCCC ID (if known):** \_\_\_\_\_

Your 2024-25 Free Application for Federal Student Aid (FAFSA) was selected for a process called verification. The U.S. Department of Education regulations state that before awarding Federal Student Aid, we must ask you to confirm the information you reported on your FAFSA. You must complete and sign this worksheet, attach any required documents, and submit them to the Financial Aid Office. The form can be mailed to your campus or scanned and emailed to financialaid@nccc.edu. If you have questions about verification, please contact the Financial Aid Office at your campus as soon as possible, so that your financial aid will not be delayed.

### Section A - Household Information

In the table below, list the people in your household. Include:

- You, the student.
- Your spouse if you are married.
- Your children or your spouse's children if you or your spouse will provide more than half of their support from July 1, 2024, through June 30, 2025, even if the children do not live with you.
- Other people if they now live with you, and you or your spouse provide more than half of their support and will continue to provide more than half of their support through June 30, 2025.

For each household member you list, write their age, relationship to you (spouse, child, grandparent, etc.), and college name, and if they will attend at least half-time in 2024-2025 in a degree, diploma, or certificate program.

Full Name	Age	Relationship	College Enrolled in 2024-2025	Will be Enrolled at Least Half-Time?
You – Student			NCCC	Yes or No
				Yes or No
				Yes or No
				Yes or No
				Yes or No
				Yes or No

### Section B - Student Federal Income

Did you, the student, file a 2022 federal tax return?

- ☐ No - I did not file and was not required to file a federal income tax return. Complete Section D.
- ☐ Yes and I have used FAFSA's Direct Data Exchange to retrieve my income information from the FAFSA. No other documentation is needed for income verification.
- ☐ I am unable to use the FAFSA's Direct Data Exchange to transfer my income information. I have attached a copy of my 2022 signed Tax Return here. (If you have not retained a copy of your 2022 tax return, you can request a copy of your 2022 Tax Return Transcript to be mailed to you (instructions below).)
- ☐ I filed an Amended Income Tax Return, I was a victim of IRS Identity Theft, or I filed a Non-IRS Income Tax Return. I will contact the Financial Aid Office for detailed instructions on how to complete verification.

### Section C – Spouse Federal Income

Did your spouse file a 2022 federal tax return (1040, 1040A, 1040EZ)?

- ☐ No - I am not married or I am separated.
- ☐ No - Complete Section D and submit the non-tax filer form.
- ☐ Yes and my spouse has already used the FAFSA's Direct Data Exchange to retrieve their income information from the FAFSA. No other documentation is needed for income verification.
- ☐ My spouse is unable to use the FAFSA's Direct Data Exchange to transfer their income information. I have attached a copy of my spouse's 2022 signed Tax Return here. (If you have not retained a copy of your 2022 tax return, you can request a copy of your 2022 Tax Return Transcript to be mailed to you (instructions below).)
- ☐ My spouse filed an Amended Income Tax Return, I was a victim of IRS Identity Theft, or I filed a Non-IRS Income Tax Return. I will contact the Financial Aid Office for detailed instructions on how to complete verification.

### A 2022 Federal Tax Return Transcript may be obtained from the IRS 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." The transcript is generally received within 10 business days from the IRS's receipt of the online request.

Get Transcript Online – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript is displayed online upon successful completion of the IRS's two-step authentication.

Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.

### Section D - Tax Return Non-Filers

Complete this section if you, the student and/or your spouse will not file and are not required to file a 2022 income tax return with the IRS but earned income from work in 2022. **More information about who is required to file can be found on [www.irs.gov](http://www.irs.gov). If you are required to file a return, but have not, you must file your return to be considered for Federal Student Aid.**

In the following table, please list all earnings from work during 2022 and attach a 2022 W2 or 1099-MISC for each line item. (Your application is unable to be considered complete until all earnings from work can be verified with a W2 or 1099-MISC.)

Source of Income from Work in 2022	Student	Spouse
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total Income from Work in 2022</b>	<b>\$</b>	<b>\$</b>

If you did not retain copies of your 2022 W-2(s), you can obtain a 2022 Federal Wage and Income Transcript from the IRS, call 800-908-9946 or go to [www.irs.gov](http://www.irs.gov). There, click on the "Get Your Tax Record" link. Follow the on-screen instructions to log in or to create an IRS account. Once your account is created, make certain to request the 2022 "Wage and Income Transcript," and submit this to the Financial Aid Office.

For both student and spouse non-tax filer, provide a signed and dated statement certifying that the individual has not filed and is not required to file a 2022 income tax return, as well as the sources of 2022 income earned from work and the amount of income from each source. **This non-tax filer form will be provided separately.**

### Section E – Signatures

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

Student Ink Signature

Date

Spouse Ink Signature if married

Date

## 2024-2025 ADDITIONAL FINANCIAL INFORMATION

**Student Name:** \_\_\_\_\_ **NCCC Student ID:** \_\_\_\_\_

In the table below, report the amounts for each item for the entire 2022 calendar year: January 1, 2022, to December 31, 2022. Leave no spaces blank, **enter zeros** when appropriate.

Untaxed Income	Student and/or Spouse Amount	Parent Amount (for dependent)
Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), include, but not limited to, amounts reported on the W-2 forms in Boxes 12a through 12d, codes D, E, F, G, H, and S. Do not include code DD.		
IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS Form 1040 Schedule 1: total of lines 16 + 20		
Child support received for any of your children. <b>Don't include</b> foster care or adoption payments		
Tax exempt interest income from IRS Form 1040-line 2a		
Untaxed portions of IRA distributions from IRS Form 1040-lines (4a minus 4b). Excluding rollovers. If negative, enter zero		
Untaxed portions of pensions from IRS Form 1040 – lines (5a minus 5b). Excluding rollovers. If negative, enter zero.		
Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits). <b>Don't include</b> the value of on-base military housing or the value of a basic military allowance for housing.		
Veterans' non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.		
Other untaxed income not reported, such as workers' compensation, disability, etc. <b>Don't include</b> student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels		
Money received or paid on your behalf (e.g. bills) not reported elsewhere on this form. This includes money that you received from a parent or other person whose financial information was NOT reported on the FAFSA and that is not part of a legal child support agreement.	Student and/or Spouse Amount	Parent Amount (for dependent)
<b>Additional Financial Information</b>		
Education Credits (American Opportunity, Hope and Lifetime Learning tax credits) from IRS Form 1040 schedule 3: Line 3		
Child support paid because of divorce or separation or because of a legal requirement. <b>Don't include</b> support for children in your household		
Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships		
Taxable student grants and scholarship aid reported to the IRS in your adjusted gross income. Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships		
Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income. Do not enter untaxed combat pay.		
Earnings from work under a cooperative education program offered by a college.		

By signing this worksheet, I certify that all the information reported is complete and accurate. If false or misleading information is purposely provided on this worksheet or the FAFSA I understand I may be fined, sentenced to jail, or both.

Student Signature	Date	Parent Signature (dependent students only)	Date
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