

Dependent Student Verification Worksheet 2022-2023

Your Free Application for Federal Student Aid (FAFSA) was selected by the U.S. Dept. of Education for a review process called "Verification." Being selected does not mean you've done anything wrong! It does require us, as your school, to review the information provided on your application and document that it is correct. If there are differences between your FAFSA information and your financial documents, corrections may need to be made.

We cannot process your financial aid until verification has been completed, so please complete all applicable items, sign and return this form as soon as possible to our office. Please contact us if you have questions.

Student Last Name	Student First Name	Student M.I.	Student EMCC ID Number
Student Email Address		Student Date of Birth	

Section A: Family Information

List the people in your parent(s)' household, include:

- Yourself; and
- Your parent(s), including stepparent, (as listed on your FAFSA) even if you don't live with your parent(s); and
- Your parent(s)' other children, even if they don't live with your parent(s), if (a) your parent(s) will provide more than half of their support from July 1, 2022 through June 30, 2023, or (b) the children would be required to provide parental information when applying for Federal Student Aid; and
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support from July 1, 2022 through June 30, 2023.

Provide the name of the college being attended by any household member listed below, excluding parent(s), who will be enrolled at least half-time in a degree, diploma, or certificate program at an eligible post-secondary educational institution any time between July 1, 2022 and June 30, 2023.

Full Name	Age	Relationship	College	Will be enrolled at least Half Time (Yes or No)
<i>Suzy Smith (example)</i>	<i>18</i>	<i>Self</i>	<i>XYZ College</i>	<i>Yes</i>

[Type here]

Student Name: _____ Student ID Number: _____

Section B: Student and Parent Income for Work Information

Did you or your parent file taxes for 2020? If so, using the [IRS Data Retrieval Tool](#) is the best way to verify tax information. For more information on this tool and how to use it, see page 3.

Student Income from Work - Check the ONE box that applies:

- I filed a 2020 federal income tax return and used or will use the IRS Data Retrieval Tool within the FAFSA to transfer my 2020 IRS income information into my FAFSA.
- I have filed or I am required to file a 2020 federal income tax return and I am unable or choose not to use the IRS Data Retrieval Tool within the FAFSA. **I have attached my 2020 IRS tax return transcript.**
- I was employed in 2020 and I did not file and was not required to file a 2020 Federal Tax Return. **I have attached my 2020 W-2s from all employers and completed the box below.**

Employer's Name	2020 Amount Earned	W-2 Attached? Required if provided by employer

- I have not filed and I am not required to file a 2020 federal income tax return and I had no income earned from work in 2020.

Parent Income from Work - Check the ONE box that applies:

- My parent(s) have filed a 2020 federal income tax return and used or will use the IRS Data Retrieval Tool within the FAFSA to transfer 2020 IRS income information into my FAFSA.
- My parent(s) have filed or are required to file a 2020 federal income tax return and were unable or choose not to use the IRS Data Retrieval Tool within the FAFSA. **I have attached my parent(s)' 2020 IRS tax return transcript(s).**
 - My parent(s) were employed in 2020 and did not and are not required to file a 2020 Federal Tax Return. **I have attached my parent(s)' 2020 W-2s, completed the box below, and attached as my parent(s)' 2020 IRS Verification of Non-filing Letter (See page 4 for instructions on how to obtain an IRS Verification of Nonfiling Letter).**

Employer's Name	2020 Amount Earned	W-2 Attached? Required if provided by employer

- My parent(s) have not filed and are not required to file a 2020 federal income tax return and had no income earned from work in 2020. **I have attached my parent(s)' 2020 IRS Verification of Non-filing Letter (See page 4 for instructions on how to obtain an IRS Verification of Non filing Letter).**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

Student Signature

Date

Parent Signature

Date

Return by mail to: Eastern Maine Community College, Financial Aid Office, 354 Hogan Road, Bangor, ME 04401 or email to finaid@emcc.edu

Important Information and Instructions

Information for Tax Filers If you or your parent(s) filed or are required to file a 2020 federal tax return, the best way to verify income is by using the IRS Data Retrieval Tool within the FAFSA.

- **To use the IRS DRT:**
 - Go to FAFSA.gov
 - Log in using your (the student's) FSA ID
 - Select "Make FAFSA Corrections"
 - Navigate to the Financial Information section of the application.
 - Follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2020 IRS income tax information into your FAFSA.
- **Your parents will not be able to use the IRS Data Retrieval Tool and must submit a Tax Transcript if:**
 - your parents filed as Married, Filing Separately. A Tax Transcript will need to be submitted for each parent.
 - your parents' marital status changed after the end of the tax year on December 31, 2020 (current marital status doesn't match 2020 tax filing status). A Tax Transcript will need to be submitted for the parent(s) who were required to provide financial information on your FAFSA.

If unable to use the IRS Data Retrieval Tool, request a 2020 Tax Return Transcript. Go to IRS.gov and click on "Get Your Tax Record" or call 1-800-908-9946. You may provide a signed copy of the 2020 form 1040 and Schedule 1, Schedule 2, or Schedule 3 (if filed).

Information for Parent Non Tax Filers What is a Verification of Non filing Letter?

The U.S Department of Education requires that parents who did not file a federal income tax return submit documentation from the IRS stating that a tax return was not filed. This documentation comes in the form of an "IRS Verification of Non filing Letter" which must be provided to the school. If there are two parents in your household, both parents must provide a letter stating that a 2020 federal income tax form was not filed.

How do my parents get Verification of Non filing Letter from the IRS?

IF YOU ARE A MAINE RESIDENT AND FEDERAL TAX FILER FOR 2020 - To obtain a 2020 Verification of Non filing Letter from the IRS, complete a Form 4506-T. Form 4506-T is available from the IRS. To obtain Form 4506-T from the IRS:

- ✓ *Go to IRS.gov*
 - *Click on "Get Your Tax Record"*
 - *On the right hand side of page under "Related Items" click on "About Form 4506-T, Request for Transcript of Tax Return"*
 - *Under "Current Products" click on "Form 4506-T"*
- ✓ To complete Form 4506-T, enter information in Lines 1a – 5b, check the box on Line 7 to request a Verification of nonfiling, enter 12/31/2020 in Line 9, and complete the signature section at the bottom of the form.
- ✓ Fax the form to 855-821-0094 **or** mail to the Internal Revenue Service at:
RAIVS Team
Stop 67055-2
Kansas City, MO 64999