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**Independent Student Verification Worksheet 2024-2025**

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. |  | EMCC Student ID Number |
| Email address |  | Date of Birth |

**Section A: Family Information**

## List the people in your (the student’s) household, include:

* + Yourself; and
  + Your spouse, if you are married; and
  + Your children and 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 a child does not live with you; and
  + 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 from July 1, 2024 through June 30, 2025.

Provide the name of the college being attended by any household member listed below 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, 2024 and June 30, 2025.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Name** | **Age** | **Relationship** | **College** | **Will be enrolled at least Half Time (Yes or No)** |
| *Suzy Smith (example)* | *18* | *Self* | *EMCC* | *Yes* |
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**Section B: Student Income for Work Information**

The instructions and certifications below apply to you and your spouse, if you are married.

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

* I have filed a 2022 federal income tax return, Puerto Rican, or Foreign Income Tax Return
* I was not employed, did not have income, and was not required to a file a 2022 Federal Tax Return
* I was employed and had income, but was not required to file a 2022 Federal Tax Return. **I have attached my 2022 W-2s from all employers, completed the box below and attached 2022 IRS Verification of Non-filing letter**

|  |  |  |
| --- | --- | --- |
| **Employer’s Name** | **2022 Amount Earned** | **W-2 Attached?**  **Required if provided by employer** |
|  |  |  |
|  |  |  |

# **Spouse Income from Work - Check the ONE box that applies:**

* Spouse filed/will file 2022 federal income tax return, Puerto Rican, or Foreign Income Tax Return
* Spouse was not employed, did not have income, and was not required to a file a 2022 Federal Tax Return
* Spouse was employed and had income, but was not required to file a 2022 Federal Tax Return. **I have attached my 2022 W-2s from all employers, completed the box below and attached 2022 IRS Verification of Non-Filing Letter**

|  |  |  |
| --- | --- | --- |
| **Employer’s Name** | **2022 Amount Earned** | **W-2 Attached?**  **Required if provided by employer** |
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Signing this worksheet certifies that all of the information reported on it is complete and correct.

Student Signature Date

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Spouse Signature Date

**Return by mail to: Eastern Maine Community College, Katahdin Hall, Financial Aid Office, 354 Hogan Road, Bangor, ME 04401 or** [**finaid@emcc.edu**](mailto:finaid@emcc.edu)

**Important Information and Instructions**

Verification of 2022 Income Information for Student Tax Filers

**Important Note:** The instructions below apply to the student and spouse (if the student is married). Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022.

**Instructions:** Complete this section if the student and spouse filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, students, and spouses (as appropriate), will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the student and spouse filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student’s FAFSA using income and tax information directly from the IRS.

If 2022 income tax return information for the student (or spouse, if applicable) was not available or could not be used, the student should provide the institution with a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules**.

A **2022 IRS Tax Return Transcript** may be obtained through:

• Get Transcript by Mail – Go to 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, 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 displays 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.

• Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

**The steps above can also be used by students or their spouses needing to request a Verification of Non-Filing letter.**