



2020-2021

V1 Verification Worksheet- INDEPENDENT

Your FAFSA application has been selected by the federal government for review in a process called “Verification”. In this process, information from your FAFSA will be compared with this worksheet and all other required documents. If there are differences, your FAFSA information will be corrected by our office. Your financial aid will not be determined until this form and all required documents are received and reviewed. **Do not submit this form without all the required documents. Please complete sections A through F.**

A. STUDENT DEMOGRAPHIC INFORMATION

Last Name	First Name	M.I.	CID Number or SSN
Street Address		Date of Birth	
City	State	Zip Code	Phone Number (include area code)

B. VERIFICATION OF HOUSEHOLD SIZE

List below all the people in **your household**. Include:

- **Yourself**
- **Your spouse**, if you are married and reside in the same household. **Do not include your significant other.**
- **Your children**, if any, if you will provide more than half of their support from July 1, 2020 through June 30, 2021, or if the child would be required to provide your information if they were completing a FAFSA for 2020-2021. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2021.

Full Name	Age	Relationship
Example: Mary Jones	25	Spouse
		Self

If more space is needed, attach a separate page.

C. VERIFICATION OF STUDENT/SPOUSE TAX FILING STATUS

1. Student Tax Filing Information (*Do not leave this section blank you must select box A, B or C below*)

A I (the student) filed a 2018 Federal Income Tax Return and (select one of the following)

- Used the IRS Data Retrieval Tool (IRS DRT) when completing the FAFSA.
- Did not or will not use the IRS DRT when completing the FAFSA

➤ **REQUIRED:** Provide a signed copy of student's 2018 Federal Income Tax Return or a copy of student's 2018 Tax Return Transcript from the IRS at [IRS website \(irs.gov\)](https://www.irs.gov).

B I (the student) worked but did not file and am not required to file a 2018 Federal Income Tax Return. **Complete the chart below.** List every employer even if the employer did not issue an IRS W-2 form.

- **REQUIRED:** Attach copies of **all** 2018 W-2 forms issued to the student.
- **REQUIRED:** Provide a Verification of Non-filing Letter from the IRS by completing IRS form 4506-T and mailing it to the appropriate IRS address. The form is located at [IRS website \(irs.gov\)](https://www.irs.gov).

Employer's Name	2018 wages earned	Copy of W-2 provided with this form?
Example: Suzy's Auto Body Shop	\$2,000	Yes
	\$	
	\$	

C I (the student) did not work in 2018. Explain how the household was supported.

- **REQUIRED:** Provide a Verification of Non-filing Letter form the IRS by completing IRS form 4506-T and mailing it to the appropriate IRS address. The form is located at [IRS website \(irs.gov\)](https://www.irs.gov).

2. Spouse Tax Filing Information (If Married) (*You must select box A, B, C or D below*)

A My spouse and I filed or will file a 2018 joint Federal Income Tax Return and used the IRS Data Retrieval Tool (IRS DRT) when completing the FAFSA.

B My spouse and I filed or will file a 2018 joint Federal Income Tax Return or my spouse filed a separate tax return and did not or is unable to use the IRS DRT on the FAFSA.

- **REQUIRED:** Provide a signed copy of student/spouse 2018 joint Federal Income Tax Return or a copy of student/spouse 2018 joint Tax Return Transcript or your spouse's separate 2018 signed copy of Federal Income Tax Return or Tax Return Transcript from the IRS at [IRS website \(irs.gov\)](https://www.irs.gov).

C My spouse worked but did not file and is not required to file a 2018 Federal Income Tax Return. **Complete the chart below.** List every employer even if the employer did not issue an IRS W-2 form.

- **REQUIRED:** Attach copies of **all** 2018 W-2 forms issued to the spouse.
- **REQUIRED:** Provide a Verification of Non-filing Letter from the IRS by completing IRS form 4506-T and mailing it to the appropriate IRS address. The form is located at [IRS website \(irs.gov\)](https://www.irs.gov).

Employer's Name	2018 wages earned	Copy of W-2 provided with this form?
Example: Suzy's Auto Body Shop	\$2,000	Yes
	\$	
	\$	

D My spouse did not work in 2018 and did not file a 2018 Federal Income Tax Return.

- **REQUIRED:** Provide a Verification of Non-filing Letter from the IRS by completing IRS form 4506-T and mailing it to the appropriate IRS address. The form is located at [IRS website \(irs.gov\)](https://www.irs.gov).

D. MARITAL STATUS

As of today what is your marital status? (**CHECK ONE**)

Married **Date of Marriage:**_____ (Do not leave date blank)

Separated/Divorced (I am separated or divorced and am solely maintaining a separate household)

Separation/Divorce Date:_____ (Do not leave date blank)

Never Married

Widowed **Date:**_____ (Do not leave date blank)

E. FAMILY MEMBERS ATTENDING COLLEGE (from section B)

Include yourself, the name(s) of household member(s) and college they will be enrolled in at least half time, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2020 and June 30, 2021.

Full Name	College
	Corning Community College

F. CERTIFICATION AND SIGNATURES

By signing below you certify that all of the information reported is complete and correct and that all required documentation has been attached.

WARNING: if you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Student Signature

Date

**Return to: 1 Academic Drive, Corning, NY 14830 • Attn: Financial Aid
(607) 962-9875 • Fax (607) 962-9019**

Do not submit this form without all the required documents. Documentation and forms should be submitted as a complete packet. Do not leave any blanks. **Incomplete items will be returned which will delay processing.**

Please allow 2 to 4 weeks for processing.

We will continue to accept documentation through November 30, 2020 for the fall semester and April 30, 2021 for the spring semester. After those dates, documentation will be accepted on a case-by-case basis as it may be too late to process corrections and award federal aid.

Verification Frequently Asked Questions

1. What is verification?

The verification process is designed by the U.S. Department of Education to assure that the student has reported all information correctly on the FAFSA and will receive all of the aid for which he or she is eligible so it is important to provide all requested items as well as carefully and thoroughly completing any necessary forms.

2. What documents do I need to submit with the verification form?

It is important to review the verification worksheet to be sure all questions have been answered, there are no blanks and all required signatures are on the form.

If the student and/or spouse filed a 2018 Federal Income Tax Return and the IRS Data Retrieval Tool (DRT) was **not** used when completing the FAFSA a signed copy of the 2018 Federal Income Tax Return is required.

If the student and/or spouse did not file a 2018 Federal Income Tax Return but had income from working in 2017 a copy of the W-2 form from each employer must be included as well as a Verification of Non-filing Letter from the IRS. The Non-filing Letter is requested by completing form 4506-T and mailing it to the appropriate IRS address. The form is located at www.irs.gov.

3. What happens after I submit the verification worksheet and all required documents?

After the complete verification packet is received it will be reviewed and compared with the information on the FAFSA. If further information is required after the review, our office will notify you by mail or your CCC email. Our office will make any required changes to the FAFSA on behalf of the student, if necessary. The complete verification review process may be 2 to 4 weeks.

4. When and how will I know what financial aid I am eligible to receive?

Once the verification review is complete and any necessary corrections are made to the FAFSA (2-4 weeks after all required documents are submitted), our office will determine the student's financial aid eligibility. The student will receive an award notice from our office by mail and/or email with instructions on how the student can access their awards in MyCCC along with information on the next steps required before the aid will pay to the student's tuition bill. The award letter will include the funding sources (grant aid, student loans) and amounts.

5. Is there a deadline to submit the verification packet?

Please submit all required documents within 20 days of receiving the verification worksheet. However, we will continue to accept documentation through November 30, 2020 for the fall semester and April 30, 2021 for the spring semester if the student is currently enrolled and has not withdrawn from all courses. After those dates, documentation will be accepted on a case-by-case basis as it may be too late to process corrections and award federal aid.