



YORK COUNTY COMMUNITY COLLEGE

York County Community College
 Financial Aid Office
 112 College Drive
 Wells, ME
 04090
 Fax: 207-216-4410
finaid@yccc.edu
 (Be sure to [password protect](#)
 documents you send through email)

2023-2024 DEPENDENT VERIFICATION Worksheet V-

Federal Student Aid Programs

Your Free Application for Federal Student Aid (FAFSA) was selected by the U.S. Dept. of Education for a review process called “Verification”. In this process, the Student Financial Services Office will be reviewing information from your application. The law says we have the right to ask you for this information before awarding Federal Aid. If there are differences between your application information and your financial documents, corrections may need to be made. **We cannot process your financial aid until verification has been completed. Please provide the required documents as soon as possible.**

What you should do:

1. On the top right corner of this page indicate which Verification Group
3. Complete **ONLY** the sections of this worksheet required for the Verification Group.
4. Contact us if you have questions about completing this worksheet.
5. Bring, or mail, the completed worksheet to the Student Financial Aid Office.

Section A: Student Information (V1, V4, V5)

Last Name	First Name	M.I.	Student ID Number
Address (include apt. no.)			Date of Birth
City	State	Zip Code	() Preferred Phone Number

Section B: Family Information (V1, V4, V5)

Item 1: List the people in your parent(s) household, from July 1, 2023 through June 30, 2024. Include:

- Yourself; and
- Your parent(s), including stepparent, (as listed on your FAFSA) even if you don’t live with your parent(s);
- 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, 2023 through June 30, 2024, or (b) the children would be required to provide parental information if you were completing A FAFSA for 2023-2024;
- 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, 2023 through June 30, 2024.

Item 2: For 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, 2023 and June 30, 2024, excluding the parents, include the name of the college. *If more space is needed, attach a separate page with your name and Student ID Number at the top.*

Full Name	Age	Relationship	College	Will be enrolled at least Half Time (Yes or No)
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		Self	York county Community College	

Section C: Student's Income - (V1, V5)

If you **filed or are required to file a 2021 federal tax return, the best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web.** To do this, go to www.FAFSA.gov, log in using your FSA ID, select "Make FAFSA Corrections," and 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 2021 IRS income tax information into your FAFSA. **Important Note:** If you filed, or will file, an **amended** 2021 IRS tax return, or have been the **victim of IRS identity theft** in 2021, or filed a **foreign tax return**, you must contact the Student Financial Services Office for instructions.

Check the ONE box that applies:

- I have filed or I am required to file a 2021 federal income tax return and **have used or will use** the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2021 IRS income information into my FAFSA **or** I will submit my 2021 IRS federal tax return transcript **or** a SIGNED copy of my 2021 federal tax return IRS form 1040 (Pages 1 and 2) with Schedules 1,2, and 3 (if filed).
- I have filed or I am required to file a 2021 federal income tax return and did not or could not use the IRS Data Retrieval Tool in FAFSA on the Web. **I have attached my 2021 IRS tax return transcript-NOT a photo copy of the income tax return.** To obtain an IRS tax return transcript go to www.IRS.gov and click on the "Get Tax Transcript" link, or call 1-800-908-9946. Make sure you request the "IRS tax return transcript" (NOT the "Tax Account Transcript").
- I have not filed and I am not required to file a 2021 federal income tax return and I had no income earned from work in 2020.

- I was employed in 2021 and I did not file and was not required to file a 2021 Federal Tax Return. **I have attached my 2021 W-2s from all employers and completed the box below.**

List every employer and the amounts earned in 2021, even if they did not issue you an IRS Form W-2. You must attach a copy of the W-2 for each employer that was required to provide a W-2. If you no longer have the W-2, request a copy from the employer. If more space is needed, attach a separate page with the student's name and ID Number at the top.

Employer's Name	2019 Amount Earned	W-2 Provided by Employer?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2000.00</i>	<i>Yes</i>

Section D: Parent's Income - (V1, V5)

If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents. If the parents filed separate IRS income tax returns for 2021 or had a change in marital status after the end of the 2021 tax year on December 31, 2021, notify the Student Financial Aid Office.

Important Note: If your parent(s) filed, or will file, an **amended** 2021 IRS tax return, must provide a signed copy of the 2021 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following.

IRS DRT information on an ISIR record with all tax information from the original tax return;

A **2021 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified' or

A signed copy of the 2021 IRS Form 1040 and the applicable schedules that were filed with the IRS

- If the parents have been the **victim of IRS identity theft** in 2021, or filed a **foreign tax return**, your parents must you must retrieve a Tax Return DataBase View (TRDBV) transcript obtained from the IRS, an equivalent document provided by the IRS or a copy of the signed 2021 income tax return and applicable schedules the individual filed with 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 the IRS is aware of the tax-related identity theft.
- If your parents filed separate IRS income tax returns for 2021 or had a change in marital status after December 31, 2021, please contact the Student Financial Services Office for specific instructions.

Check the ONE box that applies:

- My parent(s) have filed file a 2021 federal income tax return and have used the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2021 IRS income information into my FAFSA **or** I will submit my parents(s)' 2021 federal IRS tax return transcript(s) **or** a SIGNED copy of my parents(s)' 2021 federal tax return IRS form 1040 (Pages 1 and 2) with Schedules 1,2, and 3 (if filed). (See Attached instructions for details).
- My parent(s) have filed **or** are required to file a 2021 federal income tax return and did not or could not use the IRS Data Retrieval Tool in *FAFSA on the Web*. **I have attached my parent(s)' 2021 IRS tax return transcript(s)** – not a photocopy of the income tax return. *To obtain an IRS tax return transcript, go to www.IRS.gov and click on the "Get a Tax Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" (NOT the "IRS Tax Account Transcript").*
- My parent(s) have not filed and are not required to file a 2021 federal income tax return and had no income earned from work in 2021. **I have attached my parent(s)' 2021 IRS Verification of Non-filing Letter.** *To obtain a Verification of Non-filing Letter from the IRS, go to www.IRS.gov and click on "Forms and Pubs" and print the Form 4506-T and complete Sections 1-5, check off Box 7, enter the date 12/31/2021 in Box 9, and be sure to sign and date the form. Mail or fax the Form 4506-T to the appropriate IRS office.*

My parent(s) were employed in 2021 and did not and are not required to file a 2020 Federal Tax Return. **I have attached my parent(s)' 2020 IRS Verification of Nonfiling Letter(s), 2021 W-2s from each employer and completed the box below.** *To obtain a Verification of Nonfiling Letter from the IRS, go to www.IRS.gov and click on "Forms and Pubs" and print the Form 4506-T and complete Sections 1-5, check off Box 7, enter the date 12/31/2021 in Box 9, and be sure to sign and date the form. Mail or fax the Form 4506-T to the appropriate IRS office.*

List every employer and the amount(s) parent(s) earned in 2021, even if the employer(s) did not issue an IRS Form W-2. You must attach a copy of the W-2 for each employer that was required to give your parent(s) a W-2. If your parent(s) no longer have the W-2, they should request a copy from each employer. If more space is needed, attach a separate page with the student's name and ID Number at the top.

Employer's Name	2020 Amount Earned	W-2 Provided by Employer?
Suzy's Auto Body Shop (example)	\$2000.00	Yes

Section E: Certification and Signatures – (V1, V4, V5)

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.

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

Student Signature

Date

Parent Signature

Date

Return by mail to:

YCCC, Student Financial Aid Office, 112 College Drive, Wells, ME 04090 finaid@yccc.edu

Important Information and Instructions

Information for Tax Filers

If your parent(s) filed or are required to file a 2021 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 2021 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, 2021 (current marital status doesn't match 2021 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 2021 Tax Return Transcript. Go to IRS.gov and click on "Get Your Tax Record" or call 1-800-908-9946.

Information for Parent Non Tax Filers

What is a Verification of Nonfiling 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 Nonfiling 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 2021 federal income tax form was not filed.

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

To obtain a 2021 Verification of Nonfiling Letter from the IRS, complete a Form 4506-T. Form 4506-T is available here (instructions on find form on school site.)

(If not available on school site, provide these instructions :)

- To obtain a Form 4506-T:
 - Go to IRS.gov
 - Click on "Get Your Tax Record"
 - On bottom left hand side in box labeled "Related Forms" click on "About Form 4506-T"
 - On the right hand side of page under "Related Items" click on "[About Form 4506-T, Request for Transcript of Tax Return](#)"
 - Under "Current Revision" click on "Form 4506-T"
- To complete Form 4506-T, enter information in 1a – 5b, check the box on Line 7 to request a Verification of Nonfiling, enter 12/31/2021 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 6705 S-2
Kansas City, MO 64999

If you plan on emailing documentation to us, please password protect any documents that have personally identifiable information (such as a Social Security Number) prior to emailing it. Instructions can be found here: www.yccc.edu , click on "MyYCCC" at the top, "Campus Services", "Financial Aid", "Financial Aid Forms", and "[Password Protect Your Documentation](#)".