



(Be sure to password protect

2023-2024 INDEPENDENT Verification Worksheet V-
Federal Student Aid Programs

documents you send through email)

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 Student 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 is noted on your “To Do list”.
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. Email the completed worksheet to the Student Financial Aid Office at finaid@yccc.edu.

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 household, from July 1, 2023 through June 30, 2024. Include:

- Yourself; and
- Your spouse, if you are married; and
- Your children or a spouse’s children, if you or a spouse will provide more than half of their support, or the child would be required to provide your information when applying for Federal Student Aid for 2023-2024. Include children who meet either of these standards, even if they do not live with you; and
- Other people if they now live with you and you or a spouse provide more than half of their support and will continue to provide more than half of their support through June 30 2024.

Item 2: For any household member 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, 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	

Student's Name: _____

Student ID Number: _____

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

Check the ONE box that applies:

- I (and/or my spouse, if married) filed 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 2021 federal IRS 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). (See attached instructions for details).
- I (and/or my spouse, if married) have not filed and I am not required to file a 2021 federal income tax return and had no income earned from work in 2021. **I have attached my (and my spouse's, if married) 2021 IRS Verification of Nonfiling Letter(s).** (See attached instructions for details).
- I (and/or my spouse, if married) was employed in 2021 and did not file a 2021 federal income tax return. **I have attached my (and my spouse's, if married) 2021 IRS Verification of Non-filing Letter(s), a copy of my (and my spouse's, if married) 2021 W-2s from all employers and completed the box below.** (See attached instructions for details).

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

If your spouse did not file and was not required to file a 2021 United States federal income tax return with the IRS, please also have the statement below signed.

I, _____, did not file and am not required to file a 2021 U.S. federal income tax return.
Spouse's Name

Spouse Signature

Date

Section D: Certification and Signature – (V1, V4, V5)

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet.

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

Student Signature

Date

Return by mail to:

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

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2. Complete ONLY the sections of this worksheet required for the Verification Group.
3. Contact us if you have questions about completing this worksheet at финаid@yccc.edu .
4. Please mail the completed and signed worksheet to the Student Financial Aid Office.

York County Community College,
Student Financial Aid Office
112 College Drive
Wells, ME 04090

For Students (and your spouse, if married) who filed a 2021 Federal Tax Return, there are three options:

A: IRS Data Retrieval Tool. Log in at www.FAFSA.gov, using your FSA ID. Select “Make FAFSA Corrections,” and navigate to the Financial Information section of the FAFSA. 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. Re-sign and re-submit the FAFSA to send the IRS Data Retrieval information to YCCC.

B: Federal Tax return. Provide a **SIGNED** copy of the 2021 Federal Tax Return IRS Form 1040 (Page 1 and 2) with Schedules 1,2, and 3 (if filed). Clearly print your name and student ID number at the top of the page before submitting the document to YCCC.

C: IRS Tax Return Transcript. Go to www.IRS.gov, select “Get Your Tax Record” link, or call 1-800-908-9946 to request a 2021 IRS Tax Return Transcript. Make sure to request the 2021 IRS Tax “Return” Transcript (NOT the IRS Tax “Account” Transcript). Clearly print your name and student ID number at the top of the page before submitting the document to YCCC.

Important Notes:

- If you (and your spouse, if married) filed, or will file, an amended 2021 IRS tax return, for the year 2021 must provide a signed copy of the 2021 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS 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 ISR 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 be signed), or any other IRS tax transcript(s) that includes all of the income 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 you (and your spouse, if married) have been the victim of IRS identity theft in 2021, or filed a foreign tax return, 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 you and your spouse 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.

D: Individuals Who Filed Non-IRS Income Tax Returns

A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.

Student's Name: _____

Student ID Number: _____

For Independent Students who did not file a 2021 federal tax return:

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.

You (and your spouse if married) must provide the 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, follow 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”.