



**V5- DEPENDENT
 VERIFICATION WORKSHEET**

Your application was selected for review in a process called "Verification." In this process, SCCC will compare information from your FAFSA with this worksheet and financial data you must submit. The law requires completion of Verification before awarding and/or disbursing federal aid. If there are differences between your FAFSA application and your verification documentation, electronic corrections to your FAFSA may be required. Contact SCCC Financial Aid at (620) 417-1110 if you have questions.

INSTRUCTIONS

1. Complete all sections of this worksheet **in full**.
2. Requested documents **must** be submitted within **30 days** of the initial request to be considered for all available financial aid.
3. Please return all documents requested to Hobbie Academic Building, Office A135, Office of Student Financial Aid, P.O. Box 1137, Liberal, KS 67905-1137.

A. Student Information

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

B: Dependent Student's Family Information

List below the people in the parents' household.

Include:

- The student. (Yourself)
- The parents (including a stepparent).
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2020, through June 30, 2021, or if the other children would be required to provide parental information if they were completing a FAFSA for 2020-2021. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person's financial support, and will continue to provide more than half of that person's financial support through June 30, 2021.

Number in College: Include in the space below information about any household member, excluding parents, who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2020, and June 30, 2021, include the name of the college.

****Please note this includes yourself, spouse (if applicable), parents, and those who are financially supported by your parents 50% or more between July 1, 2020 through June 30, 2021.**

Full Name <i>Example: Cutler Hall</i>	Age <i>Example: 20</i>	Relationship <i>Example: Sister</i>	Will be attending college at least half time in 2020-21? (Yes or No) <i>Example: Yes</i>	Name of College <i>Ex: State University</i>

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary education institutions is inaccurate.

C. Dependent Student's Information (all applicants) Student Name/ID:

1. Check the box that applies (only check one box that applies):

- a. I filed/will file a 2018 Federal IRS Tax Return, Puerto Rican, or Foreign Income Tax Return. Must provide one of the following: Signed copy of 2018 1040 federal tax return & copies of all W-2's; Use IRS Data Retrieval Tool (use instructions on page 3); Submit 2018 IRS Tax Return Transcript(s) (use instructions on page 3.)
- b. I was not employed, did not have income and was not required to file a 2018 Federal IRS Tax Return.
- c. I was employed and had income, but was not required to file a 2018 Federal IRS Tax Return:
 - **Complete the chart below:** list employer(s) and the amount that was earned in 2018
 - **Attach copies of all 2018 W-2 and 1099 Forms.**

COMPLETE CHART ONLY IF BOX c ABOVE IS CHECKED

Non-Tax Filers with 2018 earnings are federally required to submit a copy of W-2(s) from each employer to with this form.				
Name of Employer	Amount Earned in 2018	2018 W-2 and 1099 Forms received from employer?		2018 W-2 and 1099 Forms attached to this Form?
	\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
	\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
	\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

*If more space is required, attach a separate page.

Note: If you lost or never received a W-2, contact your employer to request a copy to provide with this form.

D. Parent(s)' Information

1. Check the box that applies (only check one box that applies):

- a. I filed/will file a 2018 Federal IRS Tax Return, Puerto Rican, or Foreign Income Tax Return. Must provide one of the following: Signed copy of 2018 1040 federal tax return & copies of all W-2's; Use IRS Data Retrieval Tool (use instructions on page 3); Submit 2018 IRS Tax Return Transcript(s) (use instructions on page 3.)
- b. I was not employed, did not have income and was not required to file a 2018 Federal IRS Tax Return.
 - **Submit a 2018 IRS Verification of Non-Filing Letter.** Order a free Verification of Non-Filing Letter at irs.gov.
- c. I was employed and had income, but was not required to file a 2018 Federal IRS Tax Return:
 - **Complete the chart below:** list employer(s) and the amount that was earned in 2018
 - **Attach copies of all 2018 W-2 and 1099 Forms.**
 - **Submit a 2018 IRS Verification of Non-Filing Letter.** Order a free Verification of Non-Filing Letter at irs.gov. See page 3 for instructions.

COMPLETE CHART ONLY IF BOX c ABOVE IS CHECKED

Non-Tax Filers with 2018 earnings are federally required to submit a copy of W-2(s) from each employer to with this form.				
Name of Employer	Amount Earned in 2018	2018 W-2 and 1099 Forms received from employer?		2018 W-2, 1099s and Non-Filing Letter attached?
	\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
	\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

*If more space is required, attach a separate page.

Note: If you lost or never received a W-2, contact your employer to request a copy to provide with this form.

Both the student and the parent are required to submit 2018 Federal tax information.

The 3 acceptable methods to submit Federal tax information are:

1) **Signed Copy of 2018 1040 federal tax return:** Please sign and return a copy along with all schedules and W-2's. **OR**

2) **IRS Data Retrieval Tool:**

Directly import 2018 IRS data into your FAFSA: Log into www.fafsa.gov, select Make Correction. Choose 2020-21 FAFSA. Click on Financial Information tab. Select Already Completed from drop down box. Enter Parent FSA ID and click on Link to IRS. Continue to IRS.gov site. Enter Info as requested and submit. Click on box next to "Transfer My Tax Information into the FAFSA." Then click Transfer Now. Transferred data will be encrypted. Remember to electronically sign and submit the FAFSA again. **OR**

3) **IRS Tax Return Transcript:**

Submit your 2018 Tax Return Transcript. Go to www.irs.gov. Click on "Get Your Tax Record," then click "Get Transcript Online" or "Get Transcript by Mail." Create an account. Select Tax Return Transcript for 2018. Mail or email PDF to the address below. Please remember to put student's name on the transcript!

If you did not file a 2018 federal tax return:

Parents are required to submit proof of non-filing from the IRS if a 2018 tax return was not filed. Follow the same instructions as transcript above, but select "Verification of Non-filing Letter" instead of tax return transcript. If you are an independent student on the FAFSA who is not required to file a federal tax return, you must obtain a verification of non-filing status letter.

*When requesting tax transcripts or using IRS Data Retrieval Tool, address & name must match exactly as printed on the tax return.

E. High School Completion Status

Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2020-2021:

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student's General Educational Development (GED) certificate or GED transcript.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting is required.

F. Identity and Statement of Educational Purpose - (To Be Signed at the SCCC Office of Financial Aid)

If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.

The student must appear in person at **Seward County Community College** to verify his or her identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.

In addition, the student must sign, in the presence of the institutional official, the following:

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose
(Print Student's Name)

and that the federal student financial assistance I may receive **will only be used for educational purposes and to pay the cost of attending** _____ for 2020-2021.
(Name of Postsecondary Educational Institution)

(Student's Signature)

(Student's ID)

(School Official Signature)

(Date)

NOTE: If the student is unable to appear in person at **Seward County Community College** to verify his or her identity, the student **must** obtain a notary's signature by completing the following:

- (a) A valid government-issued photo identification (ID) that is acknowledged in the notary statement below, must be presented to the notary. Forms of acceptable identification can be, but not limited to a driver's license, other state-issued ID, or passport;

Notary's Certificate of Acknowledgement

State of _____ (County) of _____

This instrument was acknowledged before me on _____ by _____.

(Signature of notarial officer)

(Seal, if any)

Title (and Rank)
[My appointment expires: _____]

***A copy of the student identification must accompany this notarized documentation. ***

G. Certifications and Signatures

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

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent (for dependent students only) whose information was reported on the FAFSA must sign and date.

Print Student's Name

Student ID

Student's Signature

Date

Parent's Signature (if required for Dependent Students ONLY)

Date

Warning:
If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Submit this worksheet to:
SCCC Financial Aid Office,
PO Box 1137
Liberal, KS 67905-1137
or email: finaid@sccc.edu

All sections must be completed. If not, the document will be considered incomplete!