

2023-2024 Verification Worksheet

STEP 1– STUDENT INFORMATION

Last Name	First Name	Student ID Number	
Permanent Address	Street & Number	City/State/Zip	Date of Birth
Phone Number	Email Address		

STEP 2—FAMILY INFORMATION *(Please list each member of your household in the table below)*

If you are a **dependent student**, include:

- Yourself
- Your parent(s) (including step-parents)
- Your parent(s) other dependent children if your parent(s) will provide more than half of their support from July 1, 2023 through June 30, 2024, or if the children would be required to provide parental information when applying for Federal Student Aid.
- Other people only if they now live in your parent’s household and your parents will provide more than half of their support from July 1, 2023 through June 30, 2024

If you are an **independent student**, include:

- Yourself
- Your spouse (if you are married)
- Your children if you will provide more than half of their support from July 1, 2023 through June 30, 2024
- Other people only if they live in your household and you provide more than half of their support and will continue to do so from July 1, 2023 through June 30, 2024

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
		Self		

STEP 3— INCOME INFORMATION FOR TAX FILERS (please check the relevant boxes)

(Student/Spouse section)

- I and/or my spouse have used the IRS DRT on the FAFSA to transfer 2021 IRS income information to my application
- I and/or my spouse have not YET used the IRS DRT to transfer 2021 income information, but will do so
- I and/or my spouse will not be using the IRS DRT and instead will provide the school with a **2021 IRS Tax Return Transcript**

(Parent section)

- My parent(s) have used the IRS DRT on the FAFSA to transfer 2021 IRS income information to my application
- My parent(s) have not YET used the IRS DRT to transfer 2021 income information, but will do so
- My parent(s) will not be using the IRS DRT and instead will provide the school with a **2021 IRS Tax Return Transcript**

WAGES AND INCOME TAX INFORMATION

Instructions: The government has required that we verify the income information you provided on your FAFSA. The easiest way to have this information verified is *by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov*. In most cases, no further documentation is needed once the DRT is done as long as the transferred data is not altered after it is imported.

If the parent/student has not already used the tool, go to FAFSA.gov, log in to the student’s FAFSA, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent/student is eligible to use the IRS Data Retrieval Tool to transfer 2019 IRS income tax information into the student’s FAFSA. *Please make sure to sign and submit your corrected FAFSA.*

If you are unable to use the DRT you will be required to submit copies of your 2021 Tax Return Transcript.

NOTE: We CANNOT accept a signed copy of your tax return. To request a Tax Return Transcript or a “W-2 Wage Summary” (if you did not keep a copy of your W-2 form) go to IRS.gov and click on the “Get My Tax Record” link (under Tools) and follow the instructions. Make sure to request the “IRS Tax Return Transcript and not the “IRS Tax Account Transcript.”

STEP 4 – INCOME INFORMATION FOR STUDENT NON-TAX FILERS

The section below applies to the student (and spouse, if the student is married). You ONLY need to complete this section if the student and spouse did NOT file and ARE NOT REQUIRED to file a 2021 Federal tax return. **Please check the box that applies to you.**

- The student and spouse were not employed and had no income earned from work in 2021.
- The student and/or spouse were employed in 2021 and have listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is provided. [Provide copies of ALL 2021 W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue a IRS W-2 form.

Employer's Name	2021 Amount Earned	

If you did not file taxes, you MUST provide documentation from the IRS dated on or after October 1, 2022 that indicates a 2021 IRS income tax return was not filed. (you can obtain this letter by submitting IRS form 4506-T and checking box 7)

- Confirmation of non-filing is attached
- Confirmation of non-filing is being requested and will be provided at a later date

STEP 5– INCOME INFORMATION FOR PARENT NON-TAX FILERS

The section below applies to your parent(s). You ONLY need to complete this section if your parents did NOT file and ARE NOT REQUIRED to file a 2021 Federal tax return. **Please check the box that applies to your parents.**

- Neither parent was employed; and neither had income earned from work in 2021.
- One or both parents were employed in 2021 and have listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is provided. [Provide copies of ALL 2021 W-2 forms issued to your parents by their employers]. List every employer even if the employer did not issue a IRS W-2 form.

Employer's Name	2021 Amount Earned	IRS W-2 Provided?

If you did not file taxes, you MUST provide documentation from the IRS dated on or after October 1, 2022 that indicates a 2021 IRS income tax return was not filed. (you can obtain this letter by submitting IRS form 4506-T and checking box 7)

- Confirmation of non-filing is attached
- Confirmation of non-filing is being requested and will be provided at a later date

STEP 6 – CERTIFICATION: By signing this worksheet, I certify all the information reported is complete and correct:

Student Signature

Date

Parent Signature

Date

Return to: Columbia-Greene Community College
4400 Route 23
Hudson, NY 12534
Phone—518-828-4181 ext. 3360