



DEPENDENT Verification Worksheet

North Central Missouri College (NCCM) | 1301 Main Street | Trenton, MO 64683 ☎ 1-660-359-3948 📠 1-660-359-7856

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The Financial Aid Office will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet (student and parent), attach any required documents, and submit the form and other required documents to the Financial Aid Office. We may ask for additional information. Please complete sections A-G in **black or blue ink**.

A. STUDENT'S INFORMATION

_____ MI
 Last Name First Name
 _____ / ____ / ____ (____) ____ - ____
 NCMC Student ID# DOB (mm/dd/yyyy) Phone Number

D-V5

B. STUDENT'S HOUSEHOLD AND COLLEGE INFORMATION

Carefully read the following descriptions **BEFORE** completing Section B below.

HOUSEHOLD

Dependent Students* should include:

- o Yourself; **AND**
- o Your parent(s) whose information is reported on the student's 2023-2024 FAFSA (including stepparent) even if you don't live with your parents; **AND**
- o The children of those parent(s), even if they don't live with your parent(s), **IF** (a) your parents 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 when applying for Federal Student Aid; **AND**
- o Other people if they now live with your parents AND your parents 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.

COLLEGE

Please include the **name of the college** for any household member listed below, **excluding your parent(s)**, who will be enrolled at least half-time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2023 through June 30, 2024.

*****Parent(s)' college enrollment status CANNOT be considered on a Dependent student's application.**

Attach a separate page if needed.

* A student is considered dependent if he/she was required to provide parental data on the FAFSA

Full Name	Age	Relationship (Circle One)	College	Will be Enrolled at Least Half-Time? (Circle Yes or No)
		Self	North Central Missouri College	Yes / No
		Parent or Step-Parent	[These columns are not for parent/step-parent]	
		Parent or Step-Parent	[These columns are not for parent/step-parent]	
		Sibling or Other: _____		Yes / No
		Sibling or Other: _____		Yes / No
		Sibling or Other: _____		Yes / No
		Sibling or Other: _____		Yes / No
		Sibling or Other: _____		Yes / No
		Sibling or Other: _____		Yes / No

C. STUDENT INCOME INFORMATION – Check only one box below.

✓ YES, I have filed a 2021 federal tax return.

- I have used OR will use the IRS Data Retrieval Tool on FAFSA on the Web to retrieve and successfully transfer my 2021 IRS income information into the FAFSA. **Skip to Section D.**
- I am unable or choose not to use the IRS Data Retrieval Tool on FAFSA on the Web, and instead will provide the institution with a **2021 IRS Tax Return Transcript or a signed copy of the 2021 Federal Income Tax Return and applicable schedules. Skip to Section D.**

✓ NO, I did not file a 2021 federal tax return.

- I was not employed and had no income earned from work in 2021.
- I was employed in 2021, but will not file and am not required to file a 2021 income tax return with the IRS. Listed below are the names of the employer(s), the amount earned, and whether an IRS W-2 form or an equivalent document is provided. List every employer even if the employer did not issue an IRS W-2 form. **Attach copies of all of all 2021 IRS W-2 form(s) issued to you by your employer(s).**

Employer's Name	IRS W-2 or an equivalent document provided?	2021 Amount Earned
<i>Suzy's Auto Body Shop (example)</i>	<i>Yes</i>	<i>\$2,000.00 (example)</i>

D. PARENT INCOME INFORMATION – Check only one box below.

✓ YES, my Parent(s)/Stepparent have filed a 2021 federal tax return.

- My parent(s)/stepparent has/have used OR will use the IRS Data Retrieval Tool on FAFSA on the Web to retrieve and successfully transfer the 2021 IRS income information into the FAFSA. Data has not changed and the Financial Aid Office will verify this. **Skip to Section E.**
- My parent(s)/stepparent is/are unable or choose not to use the IRS Data Retrieval Tool on FAFSA on the Web, and instead will provide the institution with a **2021 IRS Tax Return Transcript or a signed copy of the 2021 Federal Income Tax Return and applicable schedules. Skip to Section E.**

✓ NO, my Parent(s) did not file a 2021 federal tax return.

- My parent(s) was/were not employed and had no income earned from work in 2021. **Attach an IRS Statement of Non-filing, or a signed statement certifying the non-filing status and that the parent(s) attempted to obtain confirmation of non-filing from the IRS and were unable to obtain the required documentation.**
- My parent(s) was/were employed in 2021, but will not file and is/are not required to file a 2021 income tax return with the IRS. Listed below are the names of the employer(s), the amount earned, and whether an IRS W-2 form or an equivalent document is provided. List every employer even if the employer did not issue an IRS W-2 form. **Attach copies of all 2021 IRS W-2 forms issued to you by your employer(s) AND an IRS Statement of Non-filing, or a signed statement certifying the non-filing status and that the parent(s) attempted to obtain confirmation of non-filing from the IRS and were unable to obtain the required documentation.**

Employer's Name	IRS W-2 or an equivalent document provided?	2021 Amount Earned
<i>Suzy's Auto Body Shop (example)</i>	<i>Yes</i>	<i>\$2,000.00 (example)</i>

Student's Name: _____

SSN: _____

E. IDENTITY VERIFICATION

STOP! You must appear in person and present VALID* government issued photo identification.

(*Valid forms of Identification (ID) are non-expired, government-issued, and include, but not limited to: State issued driver's license, other state-issued ID, or passport.)

**Identity and Statement of Educational Purpose
(To Be Signed at the Institution)**

The student must appear **in person** at North Central Missouri College to verify his/her identity by presenting **VALID*** government issued photo identification. The institution will maintain a copy of the student's photo identification that is annotated with the date it was received and the name of the official at the institution authorized to verify the student's identification.

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

(Print Student's Name)

Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending North Central Missouri College for the 2023-2024 Academic Year.

Student's Signature
(**STOP!** *To be signed at Financial Aid Office **OR** in front of Notary Public Official)

Date

Identification Information Used: (ID Type, Number, and Expiration Date)

Financial Aid Office Representative's Signature

Date

✓ Check the box below and complete this section ONLY if you are unable to appear in person.

I am unable to appear in person. Attached is a copy of a valid government issued photo identification and an original notarized statement of educational purpose. (Fax/Email copies are NOT acceptable.)

Notary's Certificate of Acknowledgement

State of _____) SS:
County of _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____, who appeared before me and has produced as a valid photo ID _____ with an expiration date of _____.
(Type of ID and ID #)

WITNESS my hand and official seal:
(Rubber Stamp/Seal)

(Notary Signature)

(Notary Printed Name)

My commission expires: _____
(Date)

Student's Name: _____

SSN: _____

F. STATEMENT OF EDUCATION PURPOSE/CERTIFICATION

I/we certify that all of the information reported on this verification worksheet is complete and correct and that the federal student financial assistance I may receive will only be used for educational purposes to pay the cost of attending North Central Missouri College for the 2023-2024 Academic Year. The student and one parent whose information was reported on the FAFSA **must** sign and date below.

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

Student's Signature (Required)

Date

Parent's Signature (Required)

Date

IMPORTANT: Verification cannot be completed until ALL required documents are received.

For faster processing please submit all documentation to the NCMC Financial Aid Office at one time rather than separately and include the student's name, SSN and/or NCMC student ID number on each page. Students will be notified via their Pirate email account should the Financial Aid Office request additional documentation after initial review.
You should make a copy of this completed worksheet for your records.

INSTRUCTIONS: Verifying Income Information

RECOMMENDED for tax filers: Use the IRS Data Retrieval Tool (DRT) on the FAFSA:

The best way to verify income is by using the IRS Data Retrieval Tool (DRT) that is part of FAFSA on the Web.

- 1) Go to [FAFSA.ed.gov](https://fafsa.ed.gov), log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form.
- 2) From there, follow the instructions to determine if you are eligible to use the IRS DRT to transfer 2021 IRS income tax information into your FAFSA. You will need your address on file with the IRS (normally this will be the address used when your 2021 IRS tax return was filed).
- 3) Once the tax information is displayed, check the box to Transfer Data, then select the Transfer Now button.

Request an IRS Transcript of Your Tax Return (TRT):

Request your IRS tax return transcript (TRT) by either of the following ways:

- 1) **WEB:** Go to www.irs.gov and click the "Get Transcript of Your Tax Records" link under the Tools section to receive an electronic copy or a paper copy by mail (usually mailed within 10 days).
- 2) **PHONE:** Call **1-800-908-9946**. Listen closely to the available options. You will need to choose **Option 2** to "**Request a Transcript of your Tax Return.**" A paper copy will be mailed to you, (usually within 10 days).
- 3) **PAPER REQUEST:** Complete IRS Form 4506-T. Mail or fax the completed form to the IRS following the instructions on page 2 of the form. A paper copy will be mailed to you (usually within 10 days).

You will need your Social Security Number and the address on file with the IRS (normally this will be the address used when your 2021 IRS tax return was filed).

Non-filers: Request an IRS Statement of Non-filing:

- 1) **WEB:** Go to www.irs.gov and click the "Get Transcript of Your Tax Records" link under the Tools section to receive an electronic copy or a paper copy by mail (usually mailed within 10 days).
- 2) **PHONE:** Call **1-800-908-9946**. Listen closely to the available options. You will need to choose **Option 2** to "**Request an IRS Verification of Non-filing Letter.**" A letter will be mailed to you (usually within 10 days).
- 3) **PAPER REQUEST:** Complete IRS Form 4506-T. Mail or fax the completed form to the IRS following instructions on page 2 of the form. A letter will be mailed to you (usually within 10 days).