2025–2026
DEPENDENT Verification Worksheet

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

Your 2025-2026 Free Application for Federal Student Aid (FAFSA) was selected by the U.S. Department of Education for a required review 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 electronically corrected by our office. You may complete the identity verification section of this form in **one of two options below**:

(1) Appear in person and present original documents for photocopy and validation at the Financial Aid Office, **OR**
(2) IF UNABLE TO APPEAR IN PERSON, utilize a Notary Public Official to certify the presentation and photocopy of your original documents.

You must complete and sign this worksheet (student and parent), attach any required documents, and submit the original form and other required documents to the Financial Office in-person or by mail. We may ask for additional information. If you need assistance, please contact our office.

A. STUDENT'S INFORMATION

D-V5

_____ _____ _____
Last Name First Name MI

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

B. STUDENT'S FAMILY SIZE

Carefully read the following descriptions BEFORE completing Section B below.

FAMILY SIZE

Dependent Students* should include:

- The student
- The student's parent(s)/stepparent, even if the student is not living with them. Exclude a parent who has died or is not living in the household because of separation or divorce. Include a parent who is on active duty in the U.S. Armed Forces apart from the family.
- The student's siblings if the following are true:
  - They live with the student's parents (or live apart because of college enrollment),
  - They receive more than half of their support from the student's parents, and
  - They will continue to receive more than half their support from the student's parents during the award year.
- Other persons if the following are true:
  - They live with the student's parents,
  - They receive more than half of their support from the student's parents, and
  - They will continue to receive more than half their support from the student's parents during the award year.

The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with whom the parent could claim as a dependent on a U.S. tax form. As a result, the parent should **not include** any unborn children in the family size.

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

Full Name	Age	Relationship (circle one)
		Self
		Parent or Step-Parent
		Parent or Step-Parent
		Sibling or Other:
		Sibling or Other:
		Sibling or Other:
		Sibling or Other:

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

✓ YES, I have filed a 2023 federal tax return.

☐ I was able to transfer my 2023 federal tax information from the IRS into the FAFSA.

☐ I was unable to transfer my 2023 federal tax information from the IRS into the FAFSA and was required to manually enter 2023 federal tax information on the FAFSA. I will provide the institution with a *signed copy of* the **2023 Federal Income Tax Return and applicable schedules or an IRS Tax Return Transcript** (see instructions on last page).

✓ NO, I did not file a 2023 federal tax return.

☐ I was not employed and had no income earned from work in 2023.

☐ I was employed in 2023 but will not file and am not required to file a 2023 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 2023 IRS W-2 form(s) issued to you by your employer(s).**

Employer's Name	IRS W-2 or an equivalent document provided?	2023 Amount Earned
Captain Patch's Shipshape Repair (example)	*Yes*	*$2,000.00 (example)*

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

✓ YES, my Parent(s)/Stepparent filed a 2023 federal tax return.

☐ My parent(s)/stepparent was/were able to transfer their 2023 federal tax information from the IRS into the FAFSA.

☐ My parent(s)/stepparent was/were unable to transfer their 2023 federal tax information from the IRS into the FAFSA and was required to manually enter their 2023 federal tax information on the FAFSA. My parent(s)/stepparent will provide the institution with a *signed copy* of the **2023 Federal Income Tax Return and applicable schedules or an IRS Tax Return Transcript** (see instructions on last page).

✓ NO, my Parent(s)/Stepparent did not file a 2023 federal tax return.

☐ My parent(s)/stepparent was/were not employed and had no income earned from work in 2023.

☐ My parent(s)/stepparent was/were employed in 2023 but will not file and is/are not required to file a 2023 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 2023 IRS W-2 forms issued to your parent(s)/stepparent by their employer(s).**

Employer's Name	IRS W-2 or an equivalent document provided?	2023 Amount Earned
Captain Patch's Shipshape Repair (example)	*Yes*	*$2,000.00 (example)*

E. IDENTITY VERIFICATION – *Check only one option below.*

You may complete this section in **one of two options below**:

SUBMISSION OPTIONS	REQUIRED DOCUMENTATION
☐ **Option 1** Presenting <u>original</u> documents for photocopy and validation **IN PERSON** directly through the Financial Aid Office at 1301 Main St, Trenton, MO.	• An unexpired valid government-issued photo identification (ID), such as, but not limited to: ○ Driver's license; ○ Non-driver's Identification card; ○ Other State-Issued ID; or ○ U.S. Passport
☐ **Option 2** Utilizing a Notary Public Official to certify the presentation and photocopy of your <u>original</u> documents and mailing <u>original</u> notarized documents to Financial Aid Office at 1301 Main St, Trenton, MO.	• NOTORIZED Identity Verification Form; AND • An unexpired valid government-issued photo identification (ID), such as, but not limited to: ○ Driver's license; ○ Non-driver's Identification card; ○ Other State-Issued ID; or ○ U.S. Passport

Option 1: Present Original Documents IN PERSON at the Financial Aid Office.

FOR FINANICAL AID OFFICE USE ONLY	
☐ ID Type Used:	REVIEWED & VERIFIED BY
☐ ID Expiration Date:	Name:
☐ ID Copied and Sent to the Financial Aid Office	Position Title:
Reviewed Date:	Signature:

Option 2: Use a Notary Service to Certify the Presentation/Photocopy of <u>Original</u> Documents

NOTARY CERTIFICATE OF ACKNOWLEDGMENT	NOTARY OFFICAL SEAL
State of _____ City/County of_____ On _____, before me_____ (date) (Notary's printed name) personally appeared, _____, (printed name of student) and proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. Person(s) also presented an unexpired government-issued ID. I certify under PENALTY OF PERJURY under the laws of the State of Missouri that the foregoing paragraph is true and correct. Notary Public Signature: _____ My Commission Expires: _____	

F. CERTIFICATION AND SIGNATURE

Each person signing this form certifies all the information reported is complete and correct. **Typed/e-signatures cannot be accepted.**

_____ _____

Student's Signature (Required) Date

_____ _____

Parent's Signature (Required) Date

Warning: If you purposely give false or misleading information on this form, you may be fined, sentenced to prison, or both.

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 and 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 (if Federal Tax Return is not available)

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

- Get Transcript by Mail – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and ***NOT*** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript Online – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and ***NOT*** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.