

## 2021-2022 VERIFICATION WORKSHEET- DEPENDENT V5

Your FAFSA application was selected for review in a process called verification. We are required by law to compare the information on your FAFSA with the information provided on this form and your family's (2019) federal tax forms. **Financial aid will not be credited to your account until this process is complete.**

### A. Student Information

Last Name	First Name	M. I.	Student ID
Permanent Home Address (Include Apt. number)			Date of Birth
City	State	Zip Code	Phone Number (include area code)

### B. FAMILY INFORMATION

List the people in your parent(s) household including:

- The student and student's parent(s) (including step-parent) even if the student does not live with the parents.
- The parents' other children, even if they don't live with the parents(s), if:
  - (a) the parents will provide more than half their support from July 1, 2021 through June 30, 2022 **OR**
  - (b) these children would be required to provide parental information when filing the FAFSA for 2021-2022.
- Other *people if they now* live with the parents, and the parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2021 through June 30, 2022.

Number in College: Include in the space below information about any household member, excluding the 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, 2021, and June 30, 2022, and include the name of the college.

FULL NAME	AGE	RELATIONSHIP	COLLEGE	Attending at Least Half Time (Yes or No)
		SELF	Luzerne County CC	

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

### C. Verification of 2019 Income Information for Student Tax Filers

**Instructions:** Complete this section if the student filed or will file a 2019 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2019 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

**Check the box that applies:**

- Check and submit the 2019 IRS Tax Return Transcript or a signed copy of the 2019 income tax return.
- Check if student has used the IRS Data Retrieval Tool and the FAFSA has been updated.
- I did not and was not required to file a 2019 Federal Income Tax Return. **\*You must complete the non-tax filer Information below.**

A **2019 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail – Go to [www.irs.gov](http://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](http://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.

### Verification of 2019 Income Information for Student Nontax Filers

The instructions and certifications below apply to the student. Complete this section if the student will not file and is not required to file a 2019 income tax return with the IRS.

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2019.
- The student was employed in 2019 and have listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2019 IRS W-2 forms issued to the student by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2019
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

\*Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2020 that indicates a 2019 IRS income tax return was not filed with the IRS or other relevant tax authority.

## D. Verification of 2019 Income Information for Parent Tax Filers

**Instructions:** Complete this section if the parents filed or will file a 2019 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2019 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

### Check the box that applies:

- Check and submit the 2019 IRS Tax Return Transcript or a signed copy of the 2019 income tax return.
- Check if parent has used the IRS Data Retrieval Tool and the FAFSA has been updated.
- Parent(s) did not and was not required to file a 2019 Federal IRS Tax Return. **\*Parent(s) must complete the section below and submit a 2019 IRS Verification of Non-Filing Letter.**

A **2019 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail – Go to [www.irs.gov](http://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](http://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.

\*\*If the parents filed separate 2019 IRS income tax returns, the IRS DRT cannot be used and the **2019 IRS Tax Return Transcript(s)** must be provided for each.

## Verification of 2019 Income Information for Parent Nontax Filers

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2019 income tax return with the IRS.

### Check the box that applies:

- Neither parent was employed, and neither had income earned from work in 2019.
- One or both parents were employed in 2019 and have listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2019 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2019
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

\*Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2020 that indicates a 2019 IRS income tax return was not filed with the IRS or other relevant tax

**E. In addition to completing the information requested on this verification worksheet, you are also required to submit the following:**

1. Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2021–2022:

- A copy of the student's high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A State certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- 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.
- For a student who was homeschooled in a State where State law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a State where State law does not require the student to obtain a secondary school completion credential for homeschooling (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 includes a statement that the student successfully completed a secondary school education in a homeschool setting.

2. Completed Identity and Statement of Educational Purpose form (*Enclosed*)

1. You must appear in person at the Luzerne County Community College Financial Aid Office located at 1333 South Prospect St. Nanticoke, PA 18634, to verify your identity and sign the enclosed Statement of Educational Purpose (Signed at Institution). You must bring an unexpired valid government-issued photo identification (ID), such as a driver's license, other state-issued ID, or passport. Office hours are Monday through Friday 8:00am to 5:00pm. Our phone number is (800) 377-5222 ext. 7389.
2. If you are unable to appear in person at the Financial Aid Office, you are required to complete the enclosed Identity and Statement of Educational Purpose (Signed with Notary) and mail it to the Luzerne County Community College Financial Aid Office located at 1333 South Prospect St. Nanticoke, PA 18634. The Notary's Certificate of Acknowledgement section of this form must be completed by a licensed Notary to be accepted.

## Individuals Who Filed Non-IRS Income Tax Returns

- A tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico and the U.S. Virgin Islands 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.
- A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information.
- A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.

### **F. Certifications and Signatures**

#### **Certifications and Signatures**

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

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

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's ID Number

\_\_\_\_\_  
Student's Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Required)

\_\_\_\_\_  
Date

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**Return this form and requested documents to:**

**Luzerne County Community College  
Office of Financial Aid  
1333 S. Prospect St.  
Nanticoke, PA 18634  
Phone: 570-740-0389**

**Fax: 570-740-0347**  
(please make sure to fax all pages)

**Email: [fao@luzerne.edu](mailto:fao@luzerne.edu)**

Luzerne County Community College must review the requested information under the financial aid program rules (34 CFR, Part 668).