

## 2023-2024 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 (2021) 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, 2023 through June 30, 2024 **OR**
  - (b) these children would be required to provide parental information when filing the FAFSA for 2023-2024.
- 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, 2023 through June 30, 2024.

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, 2023, and June 30, 2024, 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 2021 Income Information for Student Tax Filers

**Instructions:** Complete this section if the student filed or will file a 2021 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 [studentaid.gov](http://studentaid.gov).* In most cases, no further documentation is needed to verify 2021 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 2021 IRS Tax Return Transcript or a signed copy of the 2021 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 2021 Federal Income Tax Return. **\*You must complete the non-tax filer information below.**

A **2021 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 2021 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 2021 income tax return with the IRS.

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2021.
- The student was employed in 2021 and has listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2021 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 2021
<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, 2022 that indicates a 2021 IRS income tax return was not filed with the IRS or other relevant tax authority or a signed statement certifying that the individual attempted to obtain confirmation of nonfiling from the IRS or other relevant tax authority and was unable to obtain the required documentation

## D. Verification of 2021 Income Information for Parent Tax Filers

**Instructions:** Complete this section if the parents filed or will file a 2021 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 [studentaid.gov](https://studentaid.gov).* In most cases, no further documentation is needed to verify 2021 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 2021 IRS Tax Return Transcript or a signed copy of the 2021 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 2021 Federal IRS Tax Return. **\*Parent(s) must complete the section below and submit a 2021 IRS Verification of Non-Filing Letter.**

A **2021 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail – Go to [www.irs.gov](https://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](https://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 2021 IRS income tax returns, the IRS DRT cannot be used and the **2021 IRS Tax Return Transcript(s)** must be provided for each.

## Verification of 2021 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 2021 income tax return with the IRS.

### Check the box that applies:

- 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 or an equivalent document is provided. [Provide copies of all 2021 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 2021
<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, 2022 that indicates a 2021 IRS income tax return was not filed with the IRS or other relevant tax authority or a signed statement certifying that the individual attempted to obtain confirmation of nonfiling from the IRS or other relevant tax authority and was unable to obtain the required documentation

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

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

a. You must appear in person at the Luzerne County Community College Financial Aid Office located at 521 Trailblazer Dr. 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.

**OR**

b. 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 along with a copy of an unexpired, valid government-issued photo ID to the Luzerne County Community College Financial Aid Office located at 521 Trailblazer Dr. 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 a tax authority other than the IRS 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.

## Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2021 income tax return and applicable schedules the individual filed with the IRS; and
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

## 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

Return this form and requested documents to:

**Luzerne County Community College**  
**Office of Financial Aid**  
**521 Trailblazer Dr.**  
**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).