



## 2023-2024 Dependent Student Verification Worksheet Federal Student Aid Programs

Your application was selected for a review process called “verification.” In this process, we are required by federal law to verify information provided on the Free Application for Federal Student Aid (FAFSA).

**We cannot process your financial aid until verification has been completed.**

1. Complete, sign (student and at least one parent) and return the worksheet.
2. Parents who are Nontax Filers need to complete request a Verification of Nonfiling Letter from the IRS and submit letter to the Financial Aid Office.
3. Students and/or parent who are tax filers, please use IRS Data Retrieval Tool (DRT) on your FAFSA **OR** submit signed copies of the full 2021 federal income tax return, **OR** submit the IRS Tax Return Transcript for 2021, and any other documents requested to the Financial Aid Office.
4. We will compare the information on these documents to your FAFSA and make corrections, if necessary.

### Section A: Student Information

Last Name	First Name	MI	Student ID Number
Permanent Address			Date of Birth
City	State	Zip Code	Phone Number

### Section B: Family Information

**List the people in your parents’ household, include:**

- Yourself, even if you do not live with your parents.
- Your parent(s) (including a stepparent) whose information is reported on the 2023-2024 FAFSA
- Your parents’ other children, 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,
- 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.

**Number in College:**

- List the name of the college for any family member, excluding parents, who will be college students between July 1, 2023 and June 30, 2024.  
Attach a separate page if needed.

Full Name	Birthdate (mm-dd-year)	Relationship	College
		Self	Northeast Community College
		Parent or Step-Parent	N/A
		Parent or Step-Parent	N/A
		Sibling or Other: _____	
		Sibling or Other: _____	
		Sibling or Other: _____	
		Sibling or Other: _____	

**Section C: STUDENT Income Information – Check the applicable box below** ✓YES, I have filed a 2021 federal tax return

Student filed a 2021 federal tax return and will provide proof of filing (see note below) **Skip to Section D**

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

The student was **not employed** and **had no income earned from work** in 2021.

The student **did not file and is not required to file, but was employed** in 2021. List below the names of all the student’s employers and the amount earned from each employer in 2021. Attach copies of all 2021 IRS W-2 forms issued by the employers.

Non-filing Student’s Employer	2021 Amount Earned
	\$
	\$
	\$

**Section D: PARENT Income Information – Check the applicable box below**

*The instructions below apply to each parent/step-parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2021 or had a change in marital status after December 31, 2021.*

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

Parent(s)/step-parent filed a 2021 federal tax return and will provide proof of filing (see note below) **Skip to Section F**

✓NO, my Parent(s)/Step-parent **did not file** a 2021 federal tax return (see note for non-filers)

Parent name(s) \_\_\_\_\_ was/were **not employed** and **had no income earned from work** in 2021.

Parent(s) **did not file and are not required to file, but was employed** in 2021. List below the names of all the parent’s employers and the amount earned from each employer in 2021. Attach copies of all 2021 IRS W-2 forms issued by the employers.

Name of Parent Non-filer	Non-filer Parent’s Employer	2021 Amount Earned
		\$
		\$
		\$

**Proof of filing:** Please use IRS Data Retrieval Tool (DRT) on your FAFSA **OR** submit signed copies of the full 2021 federal income tax return, **OR** you may submit the IRS Tax Return Transcript for 2021. An IRS Tax Return Transcript can be obtained from the Internal Revenue Service by calling 1-800-908-9946, or by visiting [www.irs.gov](http://www.irs.gov) and click on “Get My Tax Record” to request one

**Note for non-filers:** Parents that are nontax filers must 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.

**Amended Return:** If the student and/or parent filed an amended tax return or will file an amended tax return please contact the financial aid administrator before completing this section. Additional documentation will be required for an amended return.

**Section F: Signature**

By signing this worksheet, we certify that all the information reported to qualify for Federal student aid is complete and correct.

**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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s signature

\_\_\_\_\_  
Date

**SUBMIT TO: FINANCIAL AID OFFICE, NORTHEAST COMMUNITY COLLEGE, 801 E. BENJAMIN AVENUE, P.O. BOX 469, NORFOLK, NE 68702-0469**

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