



2023-2024 Independent 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, and return the worksheet.
2. Independent students who are Nontax Filers need request a Verification of Nonfiling Letter from the IRS and submit letter to the Financial Aid Office.
3. 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 household, include:

- Yourself
- Your spouse (if applicable),
- Your dependent children (if you will provide more than half of their support from July 1, 2023 through June 30, 2024.
- Include other people as part of your family only if they now live with you and you provide more than half their support at the time you completed your student aid application.

Number in College:

- List the name of the college for any family member, including yourself 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
		Spouse (if applicable)	
		Child or Other: _____	
		Child or Other: _____	
		Child or Other: _____	
		Child or Other: _____	
		Child or Other: _____	

Section C: STUDENT (AND SPOUSE IF MARRIED) Income Information – Check the applicable box below

✓ **YES, I/we have filed a 2021 federal tax return**

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

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

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

The student/spouse **did not file and is not required to file, but was employed in 2021**. List below the names of all the student’s/spouse’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 Non-filer	Non-filer’s Employer	2021 Amount Earned
		\$
		\$
		\$

Note: All tax filers must provide 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 and click on “Get My Tax Record” to request one.

All nontax filers must provide documentation for each nontax filer 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.

Important Note: If the student and/or spouse filed an amended tax return or will file an amended tax return, please contact the Financial Aid office. 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

Spouse’s signature (optional)

Date

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

Northeast Community College takes reasonable measures to protect your personal information in accordance with all applicable federal, state and local regulations.

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