

Your application has been chosen for "verification." Financial aid must collect certain documents supporting information you reported on your **2023-2024** Free Application for Federal Student Aid (FAFSA). Verification documents must be submitted and processed no later than **September 21, 2024 or 120 days after the last day of your enrollment, whichever is earlier**. Failure to provide all requested information will result in your application not being processed and no federal aid awarded.

Based on the information provided during the verification process, necessary changes to your FAFSA are electronically submitted to the federal processor by CCC's Financial Aid Office. You'll receive a revised Student Aid Report (SAR).

The law (financial aid program rules, 34 CFR, Part 668) states that the Financial Aid Office has the right to require documentation necessary to perform this verification before awarding federal aid.

WHAT YOU NEED TO DO:

Based on the type of verification you were chosen for, you *might* be required to submit **one or more** of the following:

- A completed, signed and dated **Verification Worksheet**.
- Federal tax return filers: **2021** IRS Tax Return Transcript(s) unless your data comes directly from the IRS Data Retrieval Tool. CCC strongly recommends you use the IRS Data Retrieval Tool when possible.
- Non-tax return filers: Copies of **all 2021** W-2's for Income Earned from Work and 1099s. Verification of non-filing letter for 2021 issued by the IRS. You must download the 4506-T form from IRS.gov and follow the instructions to submit the request to the IRS for processing.
- Identity/Statement of Educational Purpose Form (follow instructions on the form)

WHAT YOU NEED TO KNOW:

If IRS Tax Return Transcript(s) are required and you are unable to use the IRS Data Retrieval Tool and you are:

>> Dependent Student we need:

- A signed copy of your 2021 federal tax return or IRS tax return transcript.
- Your parent(s) signed federal tax return or IRS tax return transcript.

>> Independent Student we need:

- Yours – Signed copy of your taxes or IRS tax transcript. If separated/divorced/widowed when the 2023/2024 FAFSA was signed and you filed a joint return, also submit all W-2's and 1099's.
- Spouse - If married when the 2023/2024 FAFSA was signed, submit your joint return/transcript or both separate returns if you filed separately.

Your options for obtaining a free IRS tax return transcript are:

- Online Request –Go to www.irs.gov, click "Get Your Tax Record". Click either 'Get Transcript Online' or 'Get Transcript by Mail'. Make sure to request the 2020 IRS Tax Return Transcript.
- Telephone Request – 1-800-908-9946
- Paper Request – IRS Form 4506T-EZ or IRS Form 4506-T (If you moved since filing your taxes you **must** use this form.)

If you amended your IRS income tax return, provide both of the following:

- A signed copy of a **2021 IRS Tax Return Transcript; and**

- A signed copy of the 2021 IRS Form 1040X, "Amended U.S. Individual Income Tax Return" that was filed with the IRS.

If you were a victim of IRS Identity Theft provide the following:

- Contact the IRS at 1-800-908-4490. Upon authentication of the tax filer's identity, the IRS will provide, by U.S. Postal Service, a Tax Return Database View (TRDBV) transcript. You will also need to provide any W-2(s) and 1099(s); **and**
- A statement signed and dated by the tax filer indicating that that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity.

If you filed non-IRS income tax returns provide the following:

- A transcript that was obtained at no cost from the relevant taxing authority of a U.S. territory (Guam, American Samoa, the U.S. Virgin Islands) or commonwealth (Puerto Rico and the Northern Marianas Islands), or with a foreign central government, that includes all of the tax filer's income and tax information required to be verified for tax year 2021; you will also need to provide any W-2(s) and 1099(s) **or**
- If a transcript cannot be obtained at no cost from the relevant taxing authority, a signed copy of the 2021 income tax return(s) along with any W-2(s) and 1099(s).

If you are asked verify Household Size on the **Verification Worksheet** and you are:

>> Dependent Student: Include in your parent's(s') household*:

- Yourself,
- your parents, even if you don't live with your parents,
- your parents' other children if a) your parents will provide more than half of their support from 7/1/23 through 6/30/24, or b) the children could answer "no" to every question in Step Three of the FAFSA, and
- other people if they now live with your parents, your parents provide more than half of their support and your parents will continue to provide more than half of their support from 7/1/23 through 6/30/24.
- The number in college should be those in your parent's household who will be at least half-time in a program of study that leads to a college degree or certificate. Always count yourself. Do not include your parents.

***Parent's Household:** If your legal parents (biological and/or adoptive) are living together (married or not), include both, regardless of their gender. If your parents are divorced or separated, include the parent you lived with more during the past 12 months. If you did not live with one parent more than the other, include the parent who provided more financial support during the past 12 months or during the most recent year that you actually received support from a parent. If you have a stepparent who is married to your legal parent, include your stepparent. If your parent is widowed or never married, include that parent. (Grandparents, legal guardians, aunts and uncles are not considered parents unless they legally adopted you.)

>> Independent Student: Include in your household:

- Yourself,
- your spouse, if you were married at the time you signed the FAFSA,
- your children, if you will provide more than half of their support from 7/1/23 through 6/30/24, and
- other people if they now live with you and you provide more than half of their support and you will continue to provide more than half of their support from 7/1/23 through 6/30/24.
- The number in college should be those in your household who will be attending college at least half-time in a program of study that leads to a college degree or certificate. Always count yourself.

Submit all items requested and direct any financial aid questions as follows:

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