

Your financial aid application was selected for review in a process called "Verification." In this process, CCC will be comparing your information from your (and your spouse's, if you are married) 2023 Federal tax information. Federal regulations require us to review this information before awarding federal aid. If there are differences between your application information and your financial documents, we may need to make corrections electronically.

**Please complete ALL sections of this worksheet, attach requested documentation as appropriate, sign and return to Financial Aid.** Incomplete worksheets will not be processed, and verification cannot be completed until all requested documents are received and reviewed.

Please contact us at [finaid@clatsopcc.edu](mailto:finaid@clatsopcc.edu) if you have questions while completing this form.

### A. Student Information

First Name	Last Name	M.I.	CCC ID Number
Address (include apt. no.)		Date of Birth	
City	State	Zip Code	Phone Number (Include area code)

### B. Family Information

List the people in your household, including:

- yourself and your spouse if you have one, and
- your children, if you will provide more than half of their financial support from July 1, 2025 through June 30, 2026, even if they do not live with you, and
- other people if they now live with you, and you provide more than half of their financial support and will continue to provide more than half of their financial support from July 1, 2025 through June 30, 2026 (more information may be requested).

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member who will be attending at least half time between July 1, 2025 and June 30, 2026, and will be enrolled in a degree, diploma, or certificate program at a college or university that is eligible to award federal student aid funding. If you need more space, please attach a separate page.

NAME	AGE	RELATIONSHIP	
		Self	

### C. Student's Tax and Income Information

**Did you file a Federal Income Tax Return for 2023? (choose one)**     Yes     No

*Important Note: If you filed an amended 2023 tax return, please follow the instructions in Item 1 below to provide a signed copy of your original tax return, and then provide a signed copy of your amended Form 1040X to our office.*

- 1. If you filed a tax return but entered tax information manually on your FAFSA:**
- a) Log into [irs.gov](https://irs.gov), create an account and print a 2023 "tax transcript" OR
  - b) Provide a signed copy of your 2023 tax return.

**2. If you did not file a tax return:**

a) Please provide a brief explanation of how you supported yourself in 2023:

b) Provide an IRS "Verification of Non-Filing Letter" for 2023, which can be obtained by going to [www.irs.gov](http://www.irs.gov) and clicking on "Get Your Tax Record." If you cannot obtain this document, please contact our office.

**3. Income information if you did not file a tax return:**

List the sources of income you received.

Source of Income/Employer	2023 Amount Received	W-2 received? (If yes, please provide a copy.)

**D. Spouse's Tax and Income Information (if student is married)**

1. Did you and your spouse file a joint Federal Income Tax Return in 2023? (choose one)  Yes  No

If you answered YES, provide a signed copy of your 2023 tax return or "tax transcrip" from irs.gov

2. Did your spouse file a separate Federal Income Tax Return for 2023? (choose one)  Yes  No

*Important Note: If your spouse filed a separate tax return and amended their 2023 tax return, please follow the instructions in Item 1 below to provide a signed copy of your spouse's original tax return, and then provide a signed copy of their amended Form 1040X to our office.*

- If your spouse filed a separate return, provide a signed copy of your spouse's 2023 tax return.
- If your spouse did not file a separate return:

a) Please provide a brief explanation of how your spouse supported themselves in 2023:

b) Provide an IRS "Verification of Non-Filing Letter" for 2023 for your spouse, which they can obtain by going to [www.irs.gov](http://www.irs.gov) and clicking on "Get Your Tax Record." If they cannot obtain this document, please contact our office.

**3. Spouses Income information if a tax return was not filed:**

List the sources of income your spouse received.

Source of Income/Employer	2023 Amount Received	W-2 received? (If yes, please provide a copy.)

**E. Print and Sign this Worksheet**

**Signing this form certifies that all the information reported on it 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 Signature (required)

\_\_\_\_\_  
Date

**Submit form to:** Clatsop Community College | First Stop | Columbia Hall | Room 109  
1651 Lexington Ave., Astoria, OR 97103 | [finaid@Clatsopcc.edu](mailto:finaid@Clatsopcc.edu) | [www.clatsopcc.edu](http://www.clatsopcc.edu)