

COTTEY COLLEGE

2022-2023 Dependent Student Verification Worksheet (V1)

WHAT IS THIS?

Your application was selected for review process called verification. The Financial Aid Office will be comparing your FAFSA to this worksheet and other tax documents to ensure the accuracy of your application.

Certification and Signature

Student's Name

Student's Street Address

City

State

Zip

Student's Home Phone #

Student's Cell Phone #

*Each person signing below certifies that all of the information reported on this form is complete and correct. If you purposely give false or misleading information you may be fined, be sentenced to jail, or both. **Electronic signatures will not be accepted.***

Student's Signature (Required)

Date

Parent's Signature (Required for Dependent Students)

Date

Family Information

WHAT DO I PUT HERE?

Include yourself, parent(s) (**including a stepparent if your parent is remarried**), your parents' dependent children that are under the age of 24, and any other dependents (if your parent will provide more than half of their support between July 1, 2022 and June 30, 2023).

Student:

Full Name	Age	Relationship to Student	Enrolled in college at least half-time for 2022-2023? Please list college name.
		SELF	Cottey College

Parent(s):

		PARENT	N/A
		PARENT	N/A

If your parent is enrolled in college at least half-time, please contact the Financial Aid Office.

Siblings/Others in Household:

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2020 Tax Information and Tax Return Transcripts

WHAT IS THIS?

Verification requires a review of your 2018 tax information. **Please check the box below that is most relevant to student and parent tax information.** Submit all documents requested along with this form. Instructions for requesting Tax Return Transcripts are on the final page.

STUDENT TAX INFORMATION

FIRST CHOOSE:

- The student filed a tax return in 2020.
(IF YES – Go to “Student Tax Return Transcript” section)
- The student worked, but did not file a tax return in 2020. They will obtain copies of the student’s W-2s and submit these with other requested verification documents.
(IF YES – skip to “Parent(s) of Dependent Students”)
- The student had no income and did not file a tax return in 2020.
(IF YES – skip to “Parent(s) of Dependent Students”)

STUDENT TAX RETURN TRANSCRIPT

Instructions: Complete this section if the student filed or will file a 2020 IRS income tax return. *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 FAFSA.gov.* In most cases, no further documentation is needed to verify 2020 income if the Data Retrieval Tool is used and the information is unchanged. It is a strong suggestion of the Financial Aid Office to attempt to use the Data Retrieval Tool before requesting a tax return transcript.

Check the box that applies:

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2020 IRS income tax return information into the student’s FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2020 IRS income tax return information into the student’s FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2020 IRS Tax Return Transcript(s)**.

A **2020 IRS Tax Return Transcript** may be obtained by using the **instructions on the last page of this form.**

- _____ Check here if a **2020 IRS Tax Return Transcript** is provided. Please add the student’s ID number to the front page of the transcript.
- _____ Check here if a **2020 IRS Tax Return Transcript(s)** will be provided later. Please add the student’s ID number on the front page of the transcript when it is received.

PARENT TAX INFORMATION

Important Note: The instructions below apply to each parent included in the household. If your parent filed their tax return before a marital status change, tax information for BOTH parents must be submitted to the Financial Aid Office.

FIRST CHOOSE:

- The parent(s) filed a tax return in 2020.
(IF YES – Complete “Parent(s) Tax Return Transcript” section)
- The parent(s) worked, but did not file a tax return in 2020. They will obtain copies of their 2020 W-2s and submit these with other requested verification documents.
(IF YES – See the last page for instructions on requesting an IRS Verification of Non-Filing Letter)
- The parent(s) had no income and did not file a tax return in 2020.
(IF YES – See the last page for instructions on requesting an IRS Verification of Non-Filing Letter)

PARENT TAX RETURN TRANSCRIPT

Instructions: Complete this section if the parent filed or will file a 2020 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 FAFSA.gov.* In most cases, no further documentation is needed to verify 2020 income if the Data Retrieval Tool is used and the information is unchanged. It is a strong suggestion of the Financial Aid Office to attempt to use the Data Retrieval Tool before requesting a tax return transcript.

Check the box that applies:

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2020 IRS income tax return information into the student’s FAFSA.
- The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2020 IRS income tax return information into the student’s FAFSA.
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2020 IRS Tax Return Transcript(s)**.

A **2020 IRS Tax Return Transcript** may be obtained by using the **instructions on the last page of this form**.

If parents filed separate 2020 IRS income tax returns, the IRS DRT cannot be used and the **2020 IRS Tax Return Transcript(s) must be provided for each.

_____ Check here if a **2020 IRS Tax Return Transcript(s)** is provided. Please add the student’s ID number to the front page of the transcript.

_____ Check here if a **2020 IRS Tax Return Transcript(s)** will be provided later. Please add the student’s ID number to the front page of the transcript.

*****Instructions for Requesting IRS Tax Return Transcripts or
Verification of Non-Filing Letters*****

1. Go to www.irs.gov
2. Click on "Get Your Tax Record".
3. Choose Online or By Mail option. **Make sure to request the "Return Transcript" or the "Verification of Non-Filing Letter" and NOT the "Account Transcript"**. Verification of Non-Filing Letters can only be requested By Mail.
4. The tax return transcript should arrive within 10 business days by mail from the IRS's receipt of the online request.

Return Forms and Documents to:
Financial Aid Office
Cotley College
1000 W Austin Blvd.
Nevada, MO 64772

Fax Number: 417-448-1045
For Questions, Call 417-448-1445