

# COTTEY COLLEGE

## 2022-2023 Independent Verification Worksheet (V1)

### WHAT IS THIS?

Your application was selected for review through a process called verification. The Financial Aid Office will be comparing the information from your FAFSA to the information on this verification worksheet and tax documents.

### 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

\_\_\_\_\_  
Spouse's Signature (If married)

\_\_\_\_\_  
Date

### Family Information

### WHAT DO I PUT HERE?

Include: Yourself, spouse (if you are married), your dependent children who are under the age of 24, and any other dependents if you 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.
		<b>SELF</b>	<b>Cottey College</b>

#### Spouse:

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#### Children/Others in Household



**2020 Tax Information and Tax Return Transcripts**

**WHAT IS THIS?**

Verification requires a review of your 2020 tax information. **Please check the box below that is most relevant to the student’s (and spouse’s) 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 – Complete the “Student Tax Return Transcript” section)*
- The student worked, but did not file a tax return in 2020. They will obtain copies of their W-2s and an IRS Verification on Non-Filing Letter and submit these long with other verification documentation.  
*(IF YES – see the last page for instructions on requesting an IRS Verification of Non-Filing Letter)*
- The student 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)*

**STUDENT TAX RETURN TRANSCRIPT**

**Instructions:** Complete this section if the student (and spouse) 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](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2018 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.**

**\*\*If student and spouse filed separate 2018 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](http://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  
Cottey College  
1000 W Austin Blvd.  
Nevada, MO 64772

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