

COTTEY COLLEGE

2023-2024 Dependent Verification Worksheet (V5)

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, 2023 and June 30, 2024..

Student:

Full Name	Age	Relationship to Student	Enrolled in college at least half-time for 2023-2024? Please list college name.
		SELF	Cottery College

Parent(s):

		PARENT	N/A
		PARENT	N/A

Siblings/Others in Household:

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2021 Tax Information and Tax Return Transcripts

WHAT IS THIS?

Verification requires a review of your 2021 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 2021.
(IF YES – Go to “Student Tax Return Transcript” section)
- ☐ The student worked, but did not file a tax return in 2021. 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 2021.
(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 2021 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](https://fafsa.gov).* In most cases, no further documentation is needed to verify 2021 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 2021 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 2021 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 **2021 IRS Tax Return Transcript(s)**.

A **2021 IRS Tax Return Transcript** may be obtained by using the **instructions on the last page of this form.**

- _____ Check here if a **2021 IRS Tax Return Transcript** is provided. Please add the student’s ID number to the front page of the transcript.
- _____ Check here if a **2021 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 2021.
(IF YES – Complete “Parent(s) Tax Return Transcript” section)
- ☐ The parent(s) worked, but did not file a tax return in 2021. They will obtain copies of their 2021 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 2021.
(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 2021 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](https://fafsa.gov).* In most cases, no further documentation is needed to verify 2021 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 2021 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 2021 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 **2021 IRS Tax Return Transcript(s)**.

A **2021 IRS Tax Return Transcript** may be obtained by using the **instructions on the last page of this form**.

****If parents filed separate 2021 IRS income tax returns, the IRS DRT cannot be used and the **2021 IRS Tax Return Transcript(s)** must be provided for each.**

- _____ Check here if a **2021 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 **2021 IRS Tax Return Transcript(s)** will be provided later. Please add the student’s ID number to the front page of the transcript.

High School Completion Status

Provide one of the following documents to indicate the student’s high school completion status when the student begins college in 2023–2024:

- A copy of the student's high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A State certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- For a student who was homeschooled in a State where State law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a State where State law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

A student who is unable to obtain the documentation listed above must contact the financial aid office.

Identity and Statement of Educational Purpose

There are two options for completing this step:

SIGN AT THE INSTITUTION

The student must appear in person at Cottey College to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the **Statement of Educational Purpose provided below.**

SIGN IN THE PRESENCE OF A NOTARY

If the student is unable to appear in person at Cottey College to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and

- (b) The original **Statement of Educational Purpose provided below, which must be notarized.** If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of
(Print Student Name)

Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Cotter College for 2023–2024.

Student's Signature

Date

Student's ID Number

Notary's Certificate of Acknowledgement

State of _____, City/County of _____

On _____, before me, _____,
(Date) (Notary's name)

personally appeared, _____, and proved to me
(Printed Name of Signer)

on the basis of satisfactory evidence of identification _____
(Type of ID (government issued, unexpired))

to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal
(seal)

(Notary signature)

My commission expires on _____

*****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
Cotter College
1000 W Austin Blvd.
Nevada, MO 64772

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