



**FINANCIAL AID OFFICE**  
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# 2023-2024 Verification Worksheet Dependent V1

Please read the entire form, complete ALL sections, attach the requested documentation, sign the form, and return to the Financial Aid Office. By law, Luna Community College has the right to request this information before awarding financial aid. *Incomplete worksheets and documentation will cause delays in processing your financial aid. No determination of aid eligibility can be made until all documents are received and reviewed.* **Warning: If you purposely give false or misleading information on this form, you may be fined, be sentenced to jail, or both.**

## A. Student's Information

\_\_\_\_\_  
 Print Student's Name

\_\_\_\_\_  
 LCC ID #

\_\_\_\_\_  
 Student's LCC Email Address

\_\_\_\_\_  
 Student's Phone Number (include area code)

## B. Family Information

List the people in your parents' household. Include:

- The student.
- Your parents (including stepparent) even if you don't live with your parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2023, through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023–2024. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with your parents and your parents will provide more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2024.

Number in College: Include in the space below information about any household member who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2023, and June 30, 2024, and include the name of the college.

Full Name	Age	Relationship	College or University	Will be Enrolled at Least Half Time (yes or no)
		<b>Self</b>	<i>Luna Community College</i>	

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

Student Name: \_\_\_\_\_

LCC ID #: \_\_\_\_\_

### C. STUDENT- 2021 IRS Income Tax Return Information

Check the box that applies:

The STUDENT has filed or will file a 2021 IRS Income Tax Return. **GO TO SECTION D.**

The STUDENT will not and is not required to file a 2021 IRS Income Tax Return. **GO TO SECTION E.**

### D. Verification of 2021 IRS Income Tax Information- STUDENT (Tax Filers ONLY)

**TAX RETURN FILERS-** Complete this section if the STUDENT 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 the FAFSA online application.* Contact the financial aid office if more information is needed about using the IRS DRT.

Check the box that applies:

The STUDENT has used or will use the IRS DRT feature while completing the FAFSA on the Web to transfer 2021 IRS income tax return information.

The STUDENT was unable or chooses not to use the IRS DRT feature while completing the FAFSA on the Web, and instead will provide LCC a 2021 IRS Tax Return Transcript.

**To obtain a 2021 IRS Tax Return Transcript:**

- **Online Request-** Go to [www.irs.gov](http://www.irs.gov), under the *File* heading, click on the "Get Your Tax Record". Click "Get Transcript Online" or "Get Transcript by Mail". Make sure to request the "IRS Tax Return Transcript". An "IRS Tax Account Transcript" will NOT be accepted.
- **Automated Telephone Request-** 1-800-908-9946
- **Paper Request -** IRS Form 4506-T must be completed and submitted to the IRS

### E. Verification of Nontax Filer- STUDENT

**NONTAX FILER -** Complete this section if the STUDENT will not file and is not required to file a 2021 tax return with the IRS.

Check the box that applies:

The STUDENT **was not employed** and had no income earned from work in 2021.

The STUDENT **was employed** in 2021 and has listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form was provided or not. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2021
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

**F. PARENTS- 2021 IRS Income Tax Return Information**

Check the box that applies:

The PARENTS have **filed or will file** a 2021 IRS Income Tax Return. **GO TO SECTION G.**The PARENTS **will not and are not required** to file a 2021 IRS Income Tax Return. **GO TO SECTION H.****G. Verification of 2021 IRS Income Tax Information- PARENT (Tax Filers ONLY)**

**TAX RETURN FILERS-** Complete this section if the PARENT(S) **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 the FAFSA online application. **Contact the financial aid office if the parents filed separate IRS income tax returns for 2021 or had a change in marital status after December 31, 2021.**

Check the box that applies:

The PARENTS **have used or will use** the IRS DRT feature while completing the *FAFSA on the Web* to transfer 2021 IRS income tax return information.The PARENTS **were unable or chose not to** use the IRS DRT feature while completing the FAFSA on the Web, and instead will provide LCC a 2021 IRS Tax Return Transcript.**To obtain a 2021 IRS Tax Return Transcript:**

- **Online Request-** Go to [www.irs.gov](http://www.irs.gov), under the *File* heading, click on the "Get Your Tax Record". Click "Get Transcript Online" or "Get Transcript by Mail". Make sure to request the "IRS Tax Return Transcript". An "IRS Tax Account Transcript" will NOT be accepted.
- **Automated Telephone Request-** 1-800-908-9946
- **Paper Request -** IRS Form 4506-T must be completed and submitted to the IRS

**H. Verification of Nontax Filer- PARENT(S)**

**NONTAX FILERS-** Complete this section if the PARENT(S) **will not file and are not required** to file a 2021 tax return with the IRS. All non-tax filers **MUST** submit a "*Verification of Nonfiling*" from the IRS to the Financial Aid Office.

Check the box that applies:

The PARENT(S) **were not employed** and had no income earned from work in 2021. **The PARENT(S) will submit a "Verification of Nonfiling" from the IRS. (IRS 4506-T must be completed and submitted to the IRS)**The PARENT(S) **were employed** in 2021 and have listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form was provided or not. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2021
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

Student Name: \_\_\_\_\_

LCC ID #: \_\_\_\_\_

## I. Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

**WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

\_\_\_\_\_  
**Print Student's Name**

\_\_\_\_\_  
**LCC ID #**

\_\_\_\_\_  
**Student's Signature Required**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent's Signature Required**

\_\_\_\_\_  
**Date**