



Office of Financial Aid  
 323 Erie Street, P.O. Box 5015, Port Huron, Michigan 48061-5015  
 810-989-5530 fax 810-989-5774 [sc4.edu](http://sc4.edu)

Student ID: _____
Rec'd by: _____
Date: _____

### 2023-2024 Verification Worksheet Dependent Student

Your 2023–2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before awarding Federal Student Aid, we may ask you to confirm the information you and your parent(s) reported on your FAFSA. To verify that you provided correct information, the SC4 Financial Aid office will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Financial Aid Office. The Financial Aid Office may ask for additional information. Failure to submit the required forms within 60 days may result in your financial aid application being denied. If you have questions about verification, contact the Financial Aid Office as soon as possible so that your financial aid will not be delayed.

#### A. Dependent Student’s Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Student’s Social Security \_\_\_\_\_ Student Date of Birth \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student’s Phone \_\_\_\_\_ Student’s Email \_\_\_\_\_

#### B. Dependent Student’s family information

List below the people in your parent(s) household. Include:

- You and your parent(s) (including a stepparent) even if you don’t live with your parent(s) (include biological parents even if they are unmarried and living together).
- Your parent(s) other children if your parent(s) will provide more than half of their 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. Please include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2024.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled, **at least half time** in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2023, and June 30, 2024. *If more space is needed, attach a separate page with the student’s name and Social Security Number at the top. Note: We may require additional documentation if we have reason to believe the information regarding household members enrolled in an eligible postsecondary institution is inaccurate.*

Full Name	Age	Relationship	College	Will be Enrolled at least half time?
Missy Jones (example)	18	Sister	Central University	Yes
		Self		



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Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**C. Dependent Student's Income Information to be verified**

**1. Tax Return Filers — Important Note:** If the student filed or will file an **amended** 2021 IRS tax return, the student must contact the Financial Aid Office before completing this section.

**Instructions:** Complete this section if the student **filed, or will file,** a 2021 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, go to [www.studentaid.gov](http://www.studentaid.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see the Financial Aid Office.*

**Check the box that applies:**

- The student **has used** the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2021 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *SC4 will use the IRS information that was transferred in the verification process.*
- The student **has not yet used** the IRS Data Retrieval Tool in FAFSA on the web but will use the tool to retrieve and transfer 2021 IRS income information into the student's FAFSA once the student has filed a 2021 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. SC4 cannot complete the verification process until the IRS information has been transferred into the FAFSA.*
- The student is **unable or chooses not to** use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **2021 IRS signed tax return.**
  - Check here if the student's IRS SIGNED tax return is attached to this worksheet.*
  - Check here if IRS tax return(s) will be submitted to your school later. Verification cannot be completed until the IRS tax return(s) have been submitted to SC4.*

**2. Tax Return Nonfilers**—Complete this section if the student will not file and is **not required** to file a 2021 income 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 the student's employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is attached. **Attach copies of all 2021 IRS W-2 forms issued to the student by employers.** *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2021 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>



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Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**D. Parent's Income Information to be verified** — Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

**1. Tax Return Filers—Important Note:** If the student's parent(s) filed or will file an **amended** 2021 IRS tax return, the student must contact the Financial Aid Office before completing this section.

**Instructions:** Complete this section if the student's parent(s) **filed, or will file**, a 2021 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student's parent(s) has not already used the tool, the parent and the student should go to [www.studentaid.gov](http://www.studentaid.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about whether or how to use the IRS Data Retrieval Tool contact the student's financial aid office.*

**Check the box that applies:**

The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2021 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *SC4 will use the IRS information transferred into the student's FAFSA to complete the verification process.*

The student's parent **has not yet** used the IRS Data Retrieval Tool but will use the tool to transfer 2021 IRS income information into the student's FAFSA once the parent's IRS tax return has been filed. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's financial aid office cannot complete verification until the parent has transferred IRS information into the student's FAFSA.*

The parent **is unable or chooses not to** use the IRS Data Retrieval Tool, and the parent will submit to SC4 a copy of the parent's **2021 signed IRS tax return(s)**.  
 *Check here if an IRS tax return(s) is attached to this worksheet.*

**2. Tax Return Nonfilers**—Complete this section if the student's parent(s) will not file and **is not required** to file a 2021 income tax return with the IRS. **A proof of non-filing letter from the IRS dated after October 1, 2022 must be provided that indicates a 2021 income tax return was not filed with the IRS or other relevant tax authority. To obtain this letter visit [www.irs.gov](http://www.irs.gov), call 1-800-908-9946, or complete IRS form 4506-T.**

**Check the box that applies:**

The parent(s) was not employed and had no income earned from work in 2021.

The parent(s) was employed in 2021 and has listed below the names of all the parent's employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is attached. **Attach copies of all 2021 IRS W-2 forms issued to the parent(s) by employer(s).** *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2021 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000 (example)	Yes (example)

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2022 that indicates a 2021 IRS income tax return was not filed with the IRS or other relevant tax authority.

- Check here if confirmation of nonfiling is provided.
- Check here if confirmation of nonfiling will be provided later.



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### E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

If must physically sign this form, a typed signature is not acceptable.

***Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.***

***Submit this worksheet to the Financial Aid Office at SC4.***

**St. Clair County Community College  
financialaid@sc4.edu**

***You should make a copy of this worksheet for your records.***