



Financial Aid

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2023–2024 Verification Worksheet - Independent Student

V5: Aggregate Verification – Independent - Your 2023–2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. You must complete and sign this worksheet, attach any required documents, and submit them to the YVC Financial Aid Office. If you have questions, contact the financial aid office as soon as possible so that your financial aid will not be delayed.

A. Student Information

Last Name	First Name	M.I.	CTCLink Student ID Number
Street Address (include apt #)			
City	State	Zip Code	Date of Birth
Home Phone () -	Cell Phone () -	Email Address	

B. Student Household Information

List below the people in your, the student's, household. Include:

- Yourself
- Your spouse, if married.
- Your children if you will provide more than half of their support from July 1, 2023, through June 30, 2024, and any other children who would be required to provide your information if they were completing a FAFSA for 2023-2024.
- Other people if they now live with you (and your spouse, if married) and you provide more than half of their financial support and you will continue to provide more than half of their support through June 30, 2024.
- Include the name of the college for any household member 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.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Missy Jones (example)	18	Sister	Central University	Yes
		Self		

C. Student's Income and Earnings Information to be verified.

If selected for verification, students who did not use the Data Retrieval Tool (the tool that transfers income tax data directly from the IRS to the FAFSA on the web) are required to secure an **IRS Tax Return Transcript** or **signed copy of the 2021 Tax Return**. If you did not file taxes for the 2021 year, you will need to request an **IRS Verification of Non-Filing Letter** directly from the IRS.

Important Note: If the student (and/or spouse, if married) filed or will file, an amended 2021 IRS tax return, attach a SIGNED copy of the original 2021 tax return with all W-2s, schedules and attachments, a signed copy of the 1040X showing the changes in addition to the tax return transcript.

Please check the box for the option that applies to the student.

☐ **1. STUDENT TAX RETURN FILER WHO USED THE IRS DATA RETRIEVAL TOOL**
The student used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2021 IRS income tax information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. (We recommend you use this option to update your FAFSA; if this is not possible, go to the next option.)

☐ **2. STUDENT TAX RETURN FILER WHO ATTACHED HIS/HER 2021 IRS TAX RETURN TRANSCRIPT**
The student did not use the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2021 IRS income tax information into the student's FAFSA and has attached a copy of his/her **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules.** www.irs.gov/individuals/get-transcript

☐ **3. STUDENT NON-TAX FILER WHO WAS NOT EMPLOYED IN 2021**
The student was **not employed** and had no income earned from work in 2021 and has attached a **Verification of Non-Filing Letter** from the IRS. The verification of Non-Filing Letter is only obtainable through the **Paper Request Form method (IRS Form 4506-T).**

☐ **4. STUDENT NON-TAX FILER WHO WAS EMPLOYED IN 2021 BUT DID NOT FILE INCOME TAXES**
The student **was employed** in 2021, was not required to and did not file taxes, and has attached all W-2s and a **Verification of Non-Filing Letter** from the IRS. The verification of Non-Filing Letter is only obtainable through the **Paper Request Form** method irs.gov/pub/irs-pdf/f4506t.pdf.

List below the names of all the employers, the amount earned from each employer in 2021, and attach a W-2 form for each "regular" job. *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>

D. Identification and Statement of Education Purpose

Visit the financial aid office during regular business hours with valid, government issued picture identification to complete the Identification and Statement of Educational Purpose Requirements. If this is not possible, attach the separate documentation as required on the separate Identification and Statement of Educational Purpose form.

E. Certification and Signatures

By signing this worksheet, the student is certifying that the information is true and correct.

Student Signature	Date
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