# CONNECTICUT COLLEGE

### FINANCIAL AID SERVICES

# Verification Procedures

If the federal processor has selected your FAFSA for Verification, Connecticut College is required to collect additional documentation to confirm the accuracy of the information provided on your federal financial aid application.

Additional documentation generally includes, but may not be limited to, the attached Verification Worksheet and confirmation of IRS tax return data. If additional or alternative items are required to satisfy the verification process, those requirements will be posted on your self-service account on CamelWeb.

**Please reference your self-service account on CamelWeb for specific documents that are required to complete your file.**

**For students and parents who filed a 2020 tax return:**

1. <u>IRS Data Retrieval Tool</u> - The fastest and easiest method to verify your IRS data is through the use of the IRS Data Retrieval Tool (DRT) on the FAFSA. The DRT pulls data from the IRS database and uses that data to populate income and tax fields on the FAFSA.
   - Some families will not be permitted to use the DRT because of their tax filing status. If you cannot use the DRT, please see option #2.
   - This process will need to be completed for the parent(s) and student if the student also filed a tax return.
   - The DRT takes you to the IRS website, where you'll need to log in by providing your name and other information *exactly* as it appears on your tax return. When you return to the FAFSA, you'll see that the questions that are populated with tax information will be marked with "Transferred from the IRS". Do not make changes to those answers, or you'll invalidate the information you retrieved. After transferring your IRS data, sign and submit your corrected FAFSA.

**OR**

2. <u>Tax Return Transcript</u> – If you are unable or choose not to use the IRS Data Retrieval Tool, you will be required to submit an IRS Tax Return Transcript to Financial Aid Services. For information on how to obtain a Tax Return Transcript, please visit http://www.irs.gov/Individuals/Get-Transcript.

**For students and parents who did <u>not</u> file a 2020 tax return:**

1. <u>Non Tax-Filer Statement</u> – Complete and send to our office the appropriate Non Tax-Filer Statement. This can be found on our Forms and Publications link.

**AND**

2. <u>Verification of Nonfiling</u> – The IRS will send you this statement after you submit IRS Form 4506-T (https://www.irs.gov/pub/irs-pdf/f4506t.pdf) to the IRS. Parents and independent students are required to submit the verification on nonfiling. This is not a requirement for dependent student.

# CONNECTICUT COLLEGE

### FINANCIAL AID SERVICES

## 2022-2023 Verification Worksheet

### Step 1 – Student Information

Last name      First name      M.I.      Camel ID

Address      Date of birth

City      State      Zip Code      Phone number with area code

### Step 2 - HOUSEHOLD INFORMATION  In the chart below include:

- Yourself (student)
- Your parent(s) (including step-parent).  Do not include your non-custodial parent if that parent lives in another home.
- Your parent(s)' other dependent children if your parent(s) will provide more than half of their support from July 1, 2022  through June 30, 2023.
- Other people only if they live with your parent(s) and your parent(s) will provide more than half of their support from July 1, 2022 through June 30, 2023.
- Provide college information for those dependent students who will be enrolled during the 2022-2023 academic year at least half-time in a program leading to a degree, diploma, or certificate.

If **INDEPENDENT**,  include:

- Yourself and your spouse (if married) and your children if you provide more than half of their support from July 1, 2022 through June 30, 2023.
- Other people if they live with you and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2022 through June 30, 2023.

| *Full Name of family member residing in student's household during 2022-2023 academic year* | *Date of Birth* | *Relationship* | *Name of college or university where family member will be enrolled in 2022-2023* | *Is student an undergraduate or graduate student?* | *Enrollment Status* *(full-time, ¾ time, half-time)* |
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**Continue to Page 3.**

## STEP 3 – Student's Tax Filing Status - Calendar Year 2020

Have you or will you be required to file a 2020 U.S. federal income tax return?

_____ **YES** Reference page 1 and continue to Step 5.

_____ **NO** Reference page 1 and continue to Step 5.

## STEP 4 – Parent(s)' Tax Filing Status – Calendar Year 2020

Have your parent(s) filed or will they be required to file a 2020 U.S. federal income tax return?

_____ **YES** Reference page 1 and continue to Step 5.

_____ **NO** Reference page 1 and continue to Step 5.

## STEP 5 - Other untaxed income and benefits.
*If no income was received, enter '0' on each applicable line and proceed to Step 6.*

| Student (spouse) | Calendar Year 2020 | Parent(s)/step-parent |
|---|---|---|
| $ | Child support received for all children in custodial household | $ |
| $ | Worker's compensation | $ |
| $ | Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits), | $ |

## Step 6 - CERTIFICATION

By signing this worksheet, I certify that all the information reported on it is complete and correct. If dependent, at least one parent must sign. *The Verification Worksheet cannot be dated on or before the date the FAFSA is filed. If it is, it will be considered invalid and you will be required to submit a new one. *

_____          _____
Student's Signature                Date*            Parent's Signature (*dependent students only*)      Date*

_____
Student's Spouse Signature         Date*

**Mail, attach to an email, or fax completed form to address below.**