



# V1 Standard

Financial Aid Services, Building 14

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Phone: 253.566.5080 Fax: 253.460.2020

## VERIFICATION WORKSHEET 2022-2023

**TO SUBMIT:** Upload completed & saved form [HERE](#) -or- Drop off in mail slot in Financial Aid office door, Building 14.

Your 2022-2023 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. In this process, the Financial Aid Office will compare information from your FAFSA with your 2020 IRS tax information. The law gives the College the right to ask you for this information before awarding Federal aid. If there is a difference between your FAFSA and the information on any of your verification documents, the College will make the correction electronically. **Return the completed form to the TCC Financial Aid Office.** Your application cannot be processed without this information.

**DO NOT LEAVE SECTIONS BLANK - READ AND COMPLETE ALL SECTIONS.**  
**INCOMPLETE FORMS WILL DELAY THE PROCESSING OF YOUR AID**

### A. Student Information (please print legibly)

_____	_____	_____
Last Name	First Name	M.I.
_____	_____	_____
Date of Birth	Phone Number (include area code)	ctlLink Student ID number

### B. Family Information

**Check one:**

**Dependent Student**

A student is considered dependent if he/she was required to provide parental information on the FAFSA.

**List below the people in the parents' household. Include:**

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2022, through June 30, 2023, or if the other children would be required to provide parental information if they were completing a FAFSA for 2022-2023. 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 the parents and the parents 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, 2023.

**Independent Student**

A student is considered independent if he/she was not required to provide parental information on the FAFSA.

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

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2022, through June 30, 2023, even if a child does not live with the student.
- Other people if they now live with the student and the student or spouse provides 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, 2023.

**Using the instructions for the box checked above,** write the names of all household members in the space(s) below, including yourself. Also write in the name of the college for any household member, excluding your parent(s), who will be attending an eligible postsecondary educational institution (college) at least half-time between July 1, 2022 and June 30, 2023, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page and include the information below along with your name and ID number. **Do not list a college or enrollment information for Running Start students.**

Full Name	Age	Relationship	Name of College	Will be Enrolled at least Half Time (Yes or No)
		Self	Tacoma Community College	

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

ctcLink Student ID number \_\_\_\_\_

**C. Student/Spouse Tax and Income Information  
(include spouse information if you are married)**

**Check only one box below.** IRS instructions are available at the end of this form:

- I/spouse successfully used the IRS Data Retrieval Tool (DRT) when submitting the FAFSA and did not change the numbers. If so, you are not required to submit an IRS Tax Return Transcript or tax return.
- I/spouse have attached my/our 2020 IRS Tax Return Transcript (either received from the IRS, or a copy of my/our signed 2020 personal tax return and any applicable Schedules).
- I/spouse will not file and am not required to file a 2020 U.S. Income Tax Return. **Non tax-filers MUST also:**
  - o **Attach IRS Verification of Non-filing Letter** (directions on last page). If your income exceeds the threshold required by law to file, you are required to file a tax return before your application can be processed. **NOTE:** A **dependent** student who is a nontax filer is not required to provide confirmation of their non-filing status from the IRS.
  - o **List your employers(s), all income received in 2020 below, AND**
  - o **Attach all 2020 W2's received. If you did not work in 2020 indicate that below.**

Name of Employer	2020 W2 form provided (yes or no)	Amount earned in 2020

**D. Parent(s) Tax and Income Information (for dependent students)**

**Check only one box below.** IRS instructions are available at the end of this form:

- Parent(s) successfully used the IRS Data Retrieval Tool (DRT) when submitting the FAFSA and did not change the numbers. They are not required to submit an IRS Tax Return Transcript.
- Parent(s) have attached their 2020 IRS Tax Return Transcript (either received from the IRS, or a copy of their signed 2020 personal tax return and any applicable Schedules).
- Parent(s) will not file and are not required to file a 2020 U.S. Income Tax Return. **Non tax-filers MUST also:**
  - o **Attach IRS Verification of Non-filing Letter** (directions on last page). If the income exceeds the threshold required by law to file, you are required to file a tax return before your application can be processed.
  - o **List employers(s), all income received in 2020 below, AND**
  - o **Attach all 2020 W2's received. If you did not work in 2020 indicate that below.**

Name of Employer	2020 W2 form provided (yes or no)	Amount earned in 2020

**E. Sign the Worksheet and return to the TCC Financial Aid Office, Building 14**

By signing this worksheet, I (we) certify that all information reported on this worksheet is complete and correct. The student must sign and date. If you are a dependent student, the parent whose information is reported on the FAFSA must also sign and date.

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

Student \_\_\_\_\_

Date \_\_\_\_\_

Parent/Spouse \_\_\_\_\_

Date \_\_\_\_\_

**2020 IRS Tax Return Transcript or a Verification of Non-filing Letter (if you were not legally required to file an IRS tax return) may be obtained through:**

Go to: [www.irs.gov](http://www.irs.gov)

- click "Get Your Tax Record"
- request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript",  
**OR**
- the "Verification of Non-filing Letter".

If the parents filed separate 2020 IRS income tax returns, the IRS DRT cannot be used, and the **2020 IRS Tax Return Transcript(s)** must be provided for each.

**Verification of 2020 Income Information for Individuals with Unusual Circumstances**

**Individuals Granted a Filing Extension by the IRS:**

An individual who is required to file a 2020 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2020, must provide:

- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2020;
- Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2021;
- A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2020 and,
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2020.

**Individuals Who Filed an Amended IRS Income Tax Return:**

An individual who filed an amended IRS income tax return for tax year 2020 must provide a signed copy of the 2020 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, to include one of the following:

- IRS DRT information on an ISIR record with all tax information from the original tax return;
- A 2020 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **OR**
- A signed copy of the 2020 IRS Form 1040 and the applicable schedules that were filed with the IRS.

**Individuals Who Were Victims of IRS Tax-Related Identity Theft:**

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or if unable to obtain a TRDBV, an equivalent document from the IRS or a copy of the signed 2020 income tax return and applicable schedules the individual filed with the IRS; **and**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

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Tacoma Community College values diversity and is an Equal Opportunity Employer and Educator. Tacoma Community College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, genetic information, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types). Provides reasonable accommodations for qualified students, employees, and applicants with disabilities in accordance with the Americans with Disabilities Act and Federal Rehabilitation Act. The following persons have been designated to handle inquiries regarding non-discrimination policies: Stephen Smith, Title II and Title IX, Building 14, 253-566-5055; Dr. Davi Kallman, Section 504 Officer, Building 7, 253-566-5157.