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2021–2022 Verification Worksheet: Independent Student

Your 2021–2022 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 the form and other required documents to HCC’s Financial Aid Office. If you have questions about verification, contact us at 413-552-2150.

If you have not already done so, use the **IRS Data Retrieval Tool (DRT)** to correct your FAFSA income data to official IRS tax information. If the FAFSA processing center indicates that you are unable to use the IRS Data Retrieval Tool you are required to provide an official **IRS Tax Return Transcript** or a signed copy of your **2019 IRS Tax Return, including all schedules**. Tax return transcripts can be requested online at <https://www.irs.gov/individuals/get-transcript> or by calling the IRS at 1-800-908-9946. Tax non-filers will need to submit copies of 2019 **W-2s** and an **IRS Verification of Non-Filing Letter**, available at <https://www.irs.gov/individuals/get-transcript>. If you are unable to obtain this document, please contact our office so we can assist.

A. Student Information

Last Name	First Name	M.I.	Student ID
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B. Student’s Family Information

Complete all information below for the people in your household. Include:

- Yourself
- Your spouse, if you are not separated.
- Your children, if you will provide more than half of their support from July 1, 2021, through June 30, 2022, even if they do not live with you.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support between July 1, 2021 and June 30, 2022.

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 an eligible postsecondary educational institution any time between July 1, 2021 and June 30, 2022. *If more space is needed, attach a separate page with the student’s name and Student ID at the top.*

Full Name (required)	Age (required)	Relationship (required)	Will this person attend college in 2021-2022? If yes, please list the college.	Enrolled at least half-time
<i>Your Name (example)</i>	<i>18</i>	<i>Self</i>	<i>Holyoke Community College</i>	<i>Yes</i>

SECTION C: TAX

Student	Spouse (if applicable)
<input type="checkbox"/> I filed a 2019 IRS Tax Return. <ul style="list-style-type: none"> • Use the IRS Data Retrieval Tool on the FAFSA at: www.fafsa.gov, or; • Attach 2019 IRS Tax Return Transcript. You can get the IRS Tax Return Transcript at: https://www.irs.gov/individuals/get-transcript, or; • Attach a signed copy of your 2019 tax return, including all schedules. <input type="checkbox"/> I did not and will not file a 2019 federal tax return. You must attach an IRS Verification of Non-Filing Letter. Request at: https://www.irs.gov/individuals/get-transcript . <ul style="list-style-type: none"> <input type="checkbox"/> I worked in 2019, but am not required to file a 2019 federal tax return. Go to Section D. <input type="checkbox"/> I did not work in 2019 and will not file a 2019 federal tax return. 	<input type="checkbox"/> I filed a 2019 IRS Tax Return. <ul style="list-style-type: none"> • Use the IRS Data Retrieval Tool on the FAFSA at: www.fafsa.gov, or; • Attach 2019 IRS Tax Return Transcript. You can get the IRS Tax Return Transcript at: https://www.irs.gov/individuals/get-transcript. • Attach a signed copy of your 2017 tax return, including all schedules. <input type="checkbox"/> I did not and will not file a 2019 federal tax return. You must attach an IRS Verification of Non-Filing Letter. Request at: https://www.irs.gov/individuals/get-transcript . <ul style="list-style-type: none"> <input type="checkbox"/> I worked in 2019, but am not required to file a 2019 federal tax return. Go to Section D. <input type="checkbox"/> I did not work in 2019 and will not file a 2019 federal tax return.

SECTION D: NON-FILING STATEMENT *(Complete applicable section(s) for anyone who has NOT filed a tax return.)*

Student: If you did not, and were not required to file a tax return in 2019, list all employers and amounts earned below. **You must also submit copies of all W-2s and a Verification of Non-Filing Letter from the IRS with this form.**

Spouse: If you did not, and were not required to file a tax return in 2019, list all employers and amounts earned below. **You must also submit copies of all W-2s and a Verification of Non-Filing Letter from the IRS with this form.**

EMPLOYER NAME/ SOURCE OF INCOME	DOLLAR AMT. EARNED IN 2019	W-2 ATTACHED*
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYER NAME/ SOURCE OF INCOME	DOLLAR AMT. EARNED IN 2019	W-2 ATTACHED*
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

***If you are unable to provide a copy of your 2019 W-2(s), you must provide a typewritten statement explaining why you are unable to provide a copy of the W-2(s).**

E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student must sign and date. Your spouse, if married, is not required to sign this worksheet but they are encouraged to review the information.

Student's Signature

Date

Spouse's Signature (optional)

Date