![SUNY CORNING COMMUNITY COLLEGE logo]

2022-2023 V1 Verification Worksheet- DEPENDENT

Your FAFSA application has been selected by the federal government for review in a process called "Verification". In this process, information from your FAFSA will be compared with this worksheet and all other required documents. If there are differences, your FAFSA information will be corrected by our office. Your financial aid will not be determined until this form and all required documents are received and reviewed. **Do not submit this form without all the required documents. Please complete sections A through G.**

A. STUDENT DEMOGRAPHIC INFORMATION

_____
Last Name   First Name   M.I.   CID Number or SSN

_____
Street Address   Date of Birth

_____
City   State   Zip Code   Phone Number (include area code)

B. VERIFICATION OF PARENT HOUSEHOLD SIZE

List the members in **your parent(s) household** (the parent(s) who provided the most financial support over the past 12 months). **Include**:

  • **Yourself** (even if you do not live with your parent(s))

  • **Your parent**(s)(**including stepparent**) even if you do not live with your parent(s). **Do not include parent(s) significant other** (girlfriend, boyfriend, fiancée)**.**

  • **Your siblings**, if your parent(s) will provide more than half of their support from July 1, 2022 through June 30, 2023, or if they would be required to provide parental information if they were completing a FAFSA for 2022-2023. Include siblings who meet either of these standards, even if they do not live with your parents.

  • 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, 2023.

Not considered parents on this form are grandparents, foster parents, legal guardians, aunts and uncles, etc. unless they have legally adopted you.

Full Name	Age	Relationship
Example: Mark Jones	45	Stepfather
		Self

If more space is needed, attach a separate page.

C. FAMILY MEMBERS ATTENDING COLLEGE (from section B)

Include yourself and the name(s) of household member(s) **(do not include parents)** and the college they will be enrolled in at least half time, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2022 and June 30, 2023.

Full Name	College
	Corning Community College

D. PARENT(S) CURRENT MARITAL STATUS

As of today, what is the marital status of the parent(s) reported on the FAFSA: *(**CHECK ONE**)*

☐ Married/Remarried **Date of current Marriage**:_____ (Do not leave date blank)

☐ Separated/Divorced (the parent I reported on the FAFSA is currently separated or divorced and is solely maintaining a separate household) **Separation/Divorce Date**:_____ (Do not leave date blank)

☐ Unmarried and both parents living together (my biological parents never married but are living together)

☐ Never Married (the parent I currently live with or the parent I last resided with never married)

☐ Widowed **Date**:_____ (Do not leave date blank)

E. VERIFICATION OF PARENT TAX FILING STATUS

Parent(s) Tax Filing Information (*Do not leave this section blank, you must select box A, B or C below*)

☐ A My parent(s) filed or will file a 2020 Federal Income Tax Return and (**select one of the following**)

    ☐ Used the IRS Data Retrieval Tool (IRS DRT) when completing the FAFSA.

    ☐ Did not use the IRS DRT when completing the FAFSA.

    ➢ **REQUIRED:** Provide a signed copy of parent(s) 2020 Federal Income Tax Return or a copy of parent(s) 2020 Tax Return Transcript from the IRS at IRS website (irs.gov).

☐ B My parent(s) worked but did not file and are not required to file a 2020 Federal Income Tax Return.

    Complete the chart below. List every employer even if the employer did not issue an IRS W-2 form.
    ➢ **REQUIRED**: Attach copies of **all** 2020 W-2 forms issued to the parent(s).
    ➢ **REQUIRED:** Provide a *Verification of Non-filing Letter* from the IRS by going to the IRS website (irs.gov) and selecting "Get Your Tax Record" and then "Get Transcript Online"

Employer's Name	2020 wages earned	
Example: Suzy's Auto Body Shop	$2,000	
	$	**Copy of W-2 must be provided with this form.**
	$	**Copy of W-2 must be provided with this form.**

☐ C My parent(s) did not work in 2020. Explain below how your parent(s) supported the household:
    ➢ **REQUIRED**: Provide a *Verification of Non-filing Letter* from the IRS by going to the IRS website (irs.gov) and selecting "Get Your Tax Record" and then "Get Transcript Online"

How did your parent(s) support the household?_____

F. VERIFICATION OF STUDENT TAX FILING STATUS

Student Tax Filing Information (Do not leave this section blank. You must select box A, B, _or_ C below.)

☐ **A** I (the student) filed or will file a 2020 Federal Income Tax Return and (select one of the following)

    ☐ Used the IRS Data Retrieval Tool (IRS DRT) when completing the FAFSA.

    ☐ Did not use the IRS DRT when completing the FAFSA.

     REQUIRED: Provide a signed copy of the student's 2020 Federal Income Tax Return or a copy of the student's 2020 Tax Return Transcript from the IRS at IRS website (irs.gov)

☐ **B** I (the student) worked but did not file and was not required to file a 2020 Federal Income Tax Return.
    Complete the chart below. List every employer even if the employer did not issue and IRS W-2 form.
    REQUIRED: Provide copies of ALL 2020 W-2 forms issued to the student.

Employer's Name	2020 wages earned	
Example: Suzy's Auto Body Shop	$2,000	
	$	**Copy of W-2 must be provided with this form.**
	$	**Copy of W-2 must be provided with this form.**

☐ **C** I (the student) did not work in 2020.

G. CERTIFICATION AND SIGNATURES

Each person signing below certifies that all of the information reported is complete and correct and that all required documentation has been attached.

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

Student Signature   _Date_   _Parent Signature_   _Date_

Return to: **1 Academic Drive, Corning, NY 14830 ● Attn: Financial Aid**
(607) 962-9875 ● fax (607) 962-9019

Do not submit this form without all the required documents. Documentation and forms should be submitted as a complete packet. Do not leave any blanks. **Incomplete items will be returned which will delay processing.**

Please allow 2 to 4 weeks for processing.

We will continue to accept documentation through November 30, 2022 for the fall semester and April 30, 2023 for the spring semester. After those dates, documentation will be accepted on a case-by-case basis as it may be too late to process corrections and award federal aid.

1. **What is verification?**

The verification process is designed by the U.S. Department of Education to assure that the student has reported all information correctly on the FAFSA and will receive all of the aid for which he or she is eligible so it is important to provide all requested items as well as carefully and thoroughly completing any necessary forms.

2. **What documents do I need to submit with the verification form?**

It is important to review the verification worksheet to be sure all questions have been answered, there are no blanks and all required signatures are on the form.

If the student and/or parent filed a 2020 Federal Income Tax Return and the IRS Data Retrieval Tool (DRT) was **not** used when completing the FAFSA a signed copy of the 2020 Federal Income Tax Return is required.

 If the student and/or parent _did not file_ a 2020 Federal Income Tax Return but had income from working in 2020 a copy of the W-2 form from each employer must be included. Parent must also provide a Verification of Non-filing Letter from the IRS by going to www.IRS.gov and selecting "Get Your Tax Record" and then "Get Transcript Online"

3. **What happens after I submit the verification worksheet and all required documents?**

After the complete verification packet is received it will be reviewed and compared with the information on the FAFSA. If further information is required after the review, our office will notify you by mail or your CCC email. Our office will make any required changes to the FAFSA on behalf of the student, if necessary. **The complete verification review process may be 2 to 4 weeks.**

4. **When and how will I know what financial aid I am eligible to receive?**

Once the verification review is complete and any necessary corrections are made to the FAFSA (2-4 weeks after all required documents are submitted), our office will determine the student's financial aid eligibility. The student will receive an award notice from our office by mail and/or email with instructions on how the student can access their awards in MyCCC along with information on the next steps required before the aid will pay to the student's tuition bill. The award letter will include the funding sources (grant aid, student loans) and amounts.

5. **Is there a deadline to submit the verification packet**?

Please submit all required documents within 20 days of receiving the verification worksheet. However, we will continue to accept documentation through November 30, 2022 for the fall semester and April 30, 2023 for the spring semester if the student is currently enrolled and has not withdrawn from all courses. After those dates, documentation will be accepted on a case-by-case basis as it may be too late to process corrections and award federal aid.