



COLUMBIA COLLEGE

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2024-2025 V1 Dependent Standard Verification Worksheet

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, Columbia College Office of Student Financial Aid (CC OSFA) may ask you to confirm the information you and your parent(s) reported on your FAFSA. To verify that you provided the correct information, CC OSFA will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and one of your parents, whose information was submitted on the FAFSA, must complete and sign this worksheet, attach any required documents, and submit this form and the required documents to CC OSFA. After a review of the information you submit, the CC OSFA may still ask for additional information. If you have questions about verification, contact the CC OSFA as soon as possible so that the processing of your financial aid will not be delayed.

A. Student's Information

Form fields for student information including Last Name, Middle Initial, First Name, Social Security Number (with XXX-XX- placeholder), Street Address, Date Of Birth, City, State, Zip, Primary Phone, and Email Address.

B. Student's Family Information

List the members of your parent(s)' household below. If your parents (biological and/or adoptive) are not married to each other, separated or divorced and are living together, you must list both parents below and provide information about both of them, regardless of their gender. Be sure to include:

- Yourself on the first line below.
• Your parent(s) (including a stepparent) even if you don't live with your parent(s).
• Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2024 through June 30, 2025, or if the other children would be required to provide parental information if they were completing a FAFSA for 2024-2025. Include children who meet either of these standards, even if they do not live with your parent(s).
• 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, 2025.

In the space below, please include the information about any household member, excluding your parent(s), who is, or 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, 2024 and June 30, 2025 and include the name of the college. If more space is needed, attach a separate sheet of paper.

Table with 4 columns: First and last name of family member, Age, Relationship to student, Name of college the person will attend at least half-time between 07/01/24 - 06/30/25. Includes a pre-filled row for 'Self' at 'Columbia College'.

Note: The CC OSFA may require additional documentation if there is reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

Student Name: _____

C. Student's Income Information to Be Verified

• **TAX RETURN FILERS**

***IMPORTANT:** If you filed, or will file, an extension, an amended or foreign 2022 IRS tax return, please contact the CC OSFA before completing this section.

***INSTRUCTIONS:** Complete this section if you filed or will file a **2022 income tax return with the IRS**. *The best way to verify income is by using the IRS Data Retrieval Tool when applying for FAFSA. If you have not already used the tool, you should go to fafsa.gov, log-in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2022 IRS income tax information into your FAFSA. **In most cases, for electronic IRS tax return filers, it takes two to three weeks for IRS income information to be available for the IRS Data Retrieval Tool, and six to eight weeks for paper IRS tax return filers**. If you need more information about when or how to use the IRS Data Retrieval Tool, contact 1-800-4FED-AID (or 1-800-433-3243).*

Check the box that applies:

- I have used the IRS Data Retrieval Tool in the FAFSA to transfer my **2022 IRS income information** into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
- I have not yet used the IRS Data Retrieval Tool in the FAFSA, but I will use the tool to transfer my **2022 IRS income information** into my FAFSA once I have filed a **2022 IRS tax return**.
 - See instructions above for the information on how to use the IRS Data Retrieval Tool. The CC OSFA cannot complete the verification process until the IRS information has been transferred into your FAFSA.
- I am unable or choose not to use the IRS Data Retrieval Tool in the FAFSA and I will submit to the CC OSFA a **2022 IRS tax return transcript**—not a photocopy of the income tax return.
 - To obtain a 2022 IRS tax return transcript, go to www.irs.gov, and under "Tools", click on the "Get a Tax Transcript" link; or call 1-800-908-9946. You may also download the Apple or Google IRS Apps online or submit a Paper Request IRS Form 4506T-EZ or 4506-T. Make sure to request the "**IRS tax return transcript**" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (the address should be the one that you used when the 2022 IRS tax return was filed).
 - A 2022 IRS tax return transcript is attached to this worksheet.
 - A 2022 IRS tax return transcript will be submitted to the CC OSFA later. The CC OSFA cannot complete the process of your financial aid until the IRS tax return transcript has been submitted to the CCOSFA.

• **TAX RETURN NONFILERS**

Complete this section if you will not file and is not required to file a **2022 income tax return** with the IRS.

Check the box that applies:

- I was not employed and had no income earned from work in 2022.
- I was employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form is attached. **Attach the copies of all 2022 IRS W-2 forms issued to you**. List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate sheet of paper.

Employer's name	Amount earned in 2022	IRS W-2 attached? Y/N
Total amount of income earned from work:	\$	

Note: The CC OSFA may require you to provide the documentation, which indicates that 2022 IRS income tax return was not filed with IRS.

Student Name: _____

D. Parent's Income Information to Be Verified

Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

• **TAX RETURN FILERS**

***IMPORTANT:** If your parent(s) filed, or will file, an extension, an amended or foreign 2022 IRS tax return, please contact to CC OSFA before completing this section.

***INSTRUCTIONS:** Complete this section if your parent(s) filed or will file a **2022 income tax return** with IRS. *The best way to verify income is by using the IRS Data Retrieval Tool when applying for FAFSA. If your parent(s) has not already used the tool, go to fafsa.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if your parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2022 IRS income tax information into your FAFSA. In most cases, for electronic IRS tax return filers, it takes **two to three weeks** for IRS income information to be available for the IRS Data Retrieval Tool, and **six to eight weeks** for paper IRS tax return filers. If you need more information about how to use the IRS Data Retrieval Tool, contact 1-800-4FED-AID (or 1-800-433-3243).*

Check the box that applies:

- My parent(s) has used the IRS Data Retrieval Tool in the FAFSA to transfer **2022 IRS income information** into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
- My parent(s) has not yet used the IRS Data Retrieval Tool in the FAFSA, but will use the tool to transfer **2022 IRS income information** into my FAFSA once the parent(s)' IRS tax return has been filed.
 - See the instructions above for the information on how to use the IRS Data Retrieval Tool. The CC OSFA cannot complete the verification process until the IRS information has been transferred into your FAFSA.
- My parent(s) is unable or chooses not to use the IRS Data Retrieval Tool in the FAFSA and I will submit to the CC OSFA a copy of my parent(s)' **2022 IRS tax return transcript(s)**—not a photocopy of the income tax return.
 - To obtain a 2022 IRS tax return transcript, go to www.irs.gov, and under "Tools", click on the "Get a Tax Transcript" link; or call 1-800-908-9946. You may also download the Apple or Google IRS Apps online or submit a Paper Request IRS Form 4506T-EZ or 4506-T. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." The parent will need his or her Social Security Number, date of birth, and the address on file with the IRS the address should be the one that is used when the 2022 IRS tax return was filed. **If separate tax returns were filed, a 2022 IRS tax return transcript must be submitted for each parent listed on this worksheet.**
 - A 2022 IRS tax return transcript(s) is attached to this worksheet.
 - A 2022 IRS tax return transcript(s) will be submitted to the CC OSFA later. The CC OSFA cannot complete the process of your financial aid until the IRS tax return transcript has been submitted to the CCOSFA.

• **TAX RETURN NONFILERS**

Complete this section if your parent(s) will not file and is not required to file a **2022 income tax return** with the IRS.

Check the box that applies:

- My parent(s) was not employed and had no income earned from work in 2022.
- My parent(s) was employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form is attached. **Attach the copies of all 2022 IRS W-2 forms issued to your parent(s).** List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate sheet of paper.

Employer's name	Amount earned in 2022	IRS W-2 attached? Y/N
Total amount of income earned from work:	\$	

Note: The CCOSFA may require you to provide the documentation from the IRS that indicates your 2022 IRS income tax return was not filed with IRS.

Student Name: _____

E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on this form is complete and correct.
If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.
The student and one parent whose information was reported on the FAFSA must sign and date below.

Student's Signature

Date

Parent's Signature

Date

Submit this worksheet to the CC OSFA.

You should make a copy of this worksheet for your records.