



Lassen Community College
 Financial Aid Office
 P.O. Box 3000
 Susanville, CA 96130

2023-2024 Verification Group 5 Dependent

PRINT ALL INFORMATION NEATLY IN BLUE OR BLACK INK ONLY. DO NOT USE WHITEOUT.

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The verification process is to confirm the information given on the original application submitted to the Department of Education. If there are any differences, your FAFSA may need to be corrected. You must complete and sign this worksheet, submit the form and other required documents to the financial aid office. **We cannot process your financial aid until verification has been completed. DO NOT leave blank spaces, if you need to make a correction, put one line through the mistake, and initial and date next to it.**

SECTION A: STUDENT INFORMATION

<hr/>	<hr/>	<hr/>	<hr/>
Last Name	First Name	M.I.	Student ID
<hr/>	<hr/>	<hr/>	<hr/>
Street Address (include apt #)	City	State	Zip
<hr/>	<hr/>	<hr/>	<hr/>
Email Address	Home Phone number	Cell number	
<hr/>	<hr/>	<hr/>	

SECTION B: HOUSEHOLD SIZE

Dependent students must now include both legal (biological or adoptive) parents if the parents live together regardless of the marital status or gender of the parents.

List Below the people in your parent(s) household to include:

- Yourself and your parent(s) (including a stepparent) even if you do not live with your parent(s).
- Your parents(s) other children if your parent(s) **will provide more than half of their support from July 1, 2023 – June 30, 2024**, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023-2024, **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, 2024.
- Include the name of the college for any other children who will be enrolled, at least half time, in a degree, diploma or certificate program at a postsecondary educational institution at any time between July 1, 2023 and June 30, 2024.

Full name	Age	Relationship to Student	College	Will be enrolled at least half time?
James Bond (example)	30	Brother	Lassen Community College	Yes
		Self		

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

SECTION C: INCOME INFORMATION (STUDENT)

PLEASE COMPLETE EITHER THE TAX FILER OR NON TAX FILER SECTIONS. YOU CANNOT BE BOTH.

Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2021 or had a change in marital status after December 31, 2021.

TAX FILER: Complete this section if the student and spouse filed or will file a 2021 IRS income tax return(s).

The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.ed.gov. In most cases, no further documentation is needed to verify 2021 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

- The student and/or spouse have used the IRS DRT in FAFSA on the Web to transfer 2021 IRS income tax return information into the student's FAFSA.

OR

- The student and/or spouse have not yet used, are unable to or choose not to use the IRS DRT in FAFSA on the Web and instead will need to provide the institution with a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules**. If the student and spouse filed separate 2021 IRS income tax returns, the IRS DRT cannot be used and the **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules** must be provided for each.

****A 2020 IRS Tax Return Transcript** may be obtained through:

- **Get Transcript by Mail** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript Online** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

NON-TAX FILER: Complete this section if the student and spouse will not file, and was not required to file, a 2021 income tax return with the IRS.

Student must provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2021 that indicates a 2021 IRS income tax return was not filed with the IRS or other relevant tax authority.

- The student and/or spouse were not employed and had no income earned from work in 2021.

OR

- The student and/or spouse were employed in 2021 and have listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2021 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	IRS W-2 Provided?	Amount Earned in 2021
(Example) The Pioneer	Yes	\$2500.00
Total Amount of Income Earned from Work	\$	

SECTION D: INCOME INFORMATION (PARENT)

PLEASE COMPLETE EITHER THE TAX FILER OR NON TAX FILER SECTIONS. YOU CANNOT BE BOTH.

TAX FILER: Complete this section if your Parent filed or will file a 2021 IRS income tax return. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.ed.gov.* In most cases no further documentation is needed to verify 2021 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

- The parents have used the IRS DRT in FAFSA on the Web to transfer 2021 IRS income tax return information into the student's FAFSA.

OR

- The parents have not yet used, are unable to or choose not to use the IRS DRT in FAFSA on the Web and instead will need to provide the institution with a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules**. If the parents filed separate 2021 IRS income tax returns, the IRS DRT cannot be used and the **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules** must be provided for each.

*Please see previous page for information on obtaining a Tax Return Transcript.

NON-TAX FILER: Complete this section if the parent(s) will not file, and were not required to file, a 2021 income tax return with the IRS.

Student must provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2022 that indicates a 2021 IRS income tax return was not filed with the IRS or other relevant tax authority.

- Neither parent was employed, nor had income earned from work in 2021.

OR

- One or both parent(s) were employed in 2021 and have listed below all the employer(s) (even if your parent did not receive an IRS W-2 form), the amount earned from each employer(s) in 2021, and whether an IRS W-2 form is provided. Attach all copies of 2021 IRS W-2 forms issued to the parent(s) by their employer(s). List every employer even if the employer did not issue an IRS-W-2 form.

Employer's Name	IRS W-2 Provided?	Amount Earned in 2021
(Example) Suzy's Auto Body Shop	Yes	\$4500.00
Total Amount of Income Earned from Work		\$

SECTION E: IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE

(To Be Signed at the Institution)

**IF THE STUDENT IS UNABLE TO APPEAR IN PERSON AT LASSEN COMMUNITY COLLEGE, PLEASE
SEE REVERSE SIDE.**

The student must appear in person at Lassen Community College to verify his/her identity by presenting unexpired valid government-issued photo identification (ID), such as:

- State Issued Driver’s License
- Other state ID
- Passport

The institution will maintain a copy of the student’s phot ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student’s ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose and that
Print Name

the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Lassen Community College for 2023-2024.

Student Signature

Date

SECTION F: CERTIFICATION AND SIGNATURES

I certify by signing that all information reported is true and accurate. I understand that any false statements or misrepresentations may be cause for denial, reduction, withdrawal and/or repayment of financial aid and may be subject to fines and/or imprisonment.

Student Signature

Date

Parent Signature

Date

(To be Signed in the Presence of a Notary)

If the student is unable to appear in person at Lassen Community College to verify his/her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport;

AND

- (b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose and that
Print Name

the Federal student financial assistance I may receive will only be used for educational purpose and to pay the cost of attending Lassen Community College for 2023-2024.

Student Signature

Date

ID Number

Notary's Certificate of Acknowledgement:

State of _____ City/County of _____
State City/County

on _____ before me, _____
Date Notary's Name

personally appeared, _____ and proved to me on the basis of
Printed Name of Signer

satisfactory evidence of identification _____ to be the above named
Type of Government-issued ID

person who signed the foregoing instrument.

Witness my hand and official seal:

(seal)

Notary's Signature

Date Commission Expires