



2023-2024 Financial Aid Verification Worksheet V1

Financial Aid Office
400 W 11th · Coffeyville, KS 67337
Phone: 620.251.7700
Email: finaid@coffeyville.edu

This worksheet and any accompanying tax documents should be submitted in person, by postal mail or with the Financial Aid upload tool on the Financial Aid Page at www.coffeyville.edu.

Student Name:

ID Number:

DOB:

Email:

Step 1 - Household Information Select your status. You are considered a dependent student if you were required to provide parental information on your FAFSA. If Independent, skip to **Independent Student Section**.

☐ **Dependent Students:** List the people in your parents' household. Include:

Line 1: yourself, **regardless of where you live**

Line 2 & 3: Parent(s)/stepparent you listed on the FAFSA.

Lines 4-6: List your parents' other children, *only if your parents will provide more than 1/2 of their financial support from 7/1/23-6/30/24*

List other people *who live with your parents, and your parents will provide more than half of their support from 7/1/23-6/30/24*

Full Name	Age	Relationship to Student	Name of College Attending (Student must be in at least 6 hours)
1.		Self	Coffeyville Community College
2.		Parent 1	N/A
3.		Parent 2/Stepparent (if living in the same home)	N/A
4.			
5.			
6.			
7.			

If you need more space, attach a separate page.

☐ **Independent Students:** List the people in your household. Include:

Line 1: yourself

Line 2: your spouse, if you are married

Lines 3-6: The student's or spouse's children if the student or spouse will provide more than half of the children's support from 7/1/23-6/30/24, even if a child does not live with the student.

List other people, if they now live with you, and you will provide more than 1/2 of their support from 7/1/23-6/30/24.

Full Name	Age	Relationship to Student	Name of College Attending (Student must be in at least 6 hours)
1.		Self	Coffeyville Community College
2.		Spouse (if living in the same home)	
3.			
4.			
5.			
6.			
7.			

If you need more space, attach a separate page.

Step 2 - Complete the backside of this document.



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Step 2 - Tax Forms & Income Information - Calendar Year 2021

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.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.

Student Information Year 2021	Spouse Information (if student is married) Year 2021	Parent Information (if student is dependent) Year 2021
<input type="checkbox"/> I filed a 2021 Federal Income Tax Return You must either: <ol style="list-style-type: none"> Use the IRS Data Retrieval Tool on the FAFSA Submit a signed 2021 Tax Return and schedules 1, 2 & 3, if applicable OR Order a Tax Return Transcript from the IRS at IRS.gov. See coffeyville.edu/student-services/financial-aid/how-to-use-the-irs-data-retrieval-tool for instructions. 	<input type="checkbox"/> I filed a 2021 joint tax return with my spouse. If the student used the IRS DRT tool or provided a signed 2021 tax return, you have submitted the spouse's tax return. <input type="checkbox"/> I filed a 2021 separate from my spouse You must either: <ol style="list-style-type: none"> Submit a signed 2021 Tax Return and schedules 1, 2 & 3, if applicable OR Order a Tax Return Transcript from the IRS at IRS.gov. See coffeyville.edu/student-services/financial-aid/how-to-use-the-irs-data-retrieval-tool for instructions. 	<input type="checkbox"/> Parent(s) filed a 2021 Federal Income Tax Return You must either: <ol style="list-style-type: none"> Use the IRS Data Retrieval Tool on the FAFSA Submit a signed 2021 Tax Return and schedules 1, 2 & 3, if applicable OR Order a Tax Return Transcript from the IRS at IRS.gov. See coffeyville.edu/student-services/financial-aid/how-to-use-the-irs-data-retrieval-tool for instructions.
<input type="checkbox"/> I worked in 2021 but am not required to file <ol style="list-style-type: none"> You must submit all W-2s from 2021 <p>If you no longer have copies of your W-2s, you can either request a copy from your employer(s), or request a wage and income transcript from the IRS at IRS.gov. See coffeyville.edu/student-services/financial-aid/how-to-use-the-irs-data-retrieval-tool for instructions.</p>	<input type="checkbox"/> Spouse worked in 2021 but was not required to file <ol style="list-style-type: none"> You must submit all W-2s from 2021 <p>If you no longer have copies of your W-2s, you can either request a copy from your employer(s), or request a wage and income transcript from the IRS at IRS.gov. See coffeyville.edu/student-services/financial-aid/how-to-use-the-irs-data-retrieval-tool for instructions.</p>	<input type="checkbox"/> Parent(s) worked in 2021 but was not required to file <ol style="list-style-type: none"> You must submit all W-2s from 2021 <p>If you no longer have copies of your W-2s, you can either request a copy from your employer(s), or request a wage and income transcript from the IRS at IRS.gov. See coffeyville.edu/student-services/financial-aid/how-to-use-the-irs-data-retrieval-tool for instructions.</p>
<input type="checkbox"/> I did not work or earn income in 2021	<input type="checkbox"/> Spouse did not work or earn income in 2021 <ol style="list-style-type: none"> You must submit a verification of non-filing letter from the IRS at IRS.gov. See coffeyville.edu/student-services/financial-aid/how-to-use-the-irs-data-retrieval-tool for instructions. 	<input type="checkbox"/> Parent(s) did not work or earn income in 2021 <ol style="list-style-type: none"> You must submit a verification of non-filing letter from the IRS at IRS.gov. See coffeyville.edu/student-services/financial-aid/how-to-use-the-irs-data-retrieval-tool for instructions.

Step 3 - Certification: By signing this worksheet, I certify all the information reported is complete and correct.

Student Signature

Date

Student Name (Please Print)

Parent Signature (If student is dependent)

Date

Parent Name (Please Print)