DEPENDENT VERIFICATION WORKSHEET
2022-2023

WHY DO I NEED TO COMPLETE THIS FORM?
Your FAFSA was selected by the U.S. Department of Education (ED) for review in a process called "Verification." By federal law (34 CFR, Part 668), verification requires us to compare information from your FAFSA with copies of your, and your parent(s)' 2020 federal income tax return or IRS tax return transcript, W-2 forms, and/or other financial documents. If there are differences between your FAFSA information and your financial documents, corrections may need to be made. Your, and your parent(s)', signature on the FAFSA indicates willingness to provide documentation if it is requested. Complete this worksheet and provide the required documents promptly. **Participation in the verification process is NOT optional. We cannot process your financial aid until verification has been completed.**

VERIFICATION MUST BE COMPLETED TO RECEIVE FUNDS FROM THE FOLLOWING PROGRAMS:
1. Federal Pell Grant
2. Federal Direct Loan programs
   (Subsidized, Unsubsidized and PLUS)
3. Federal Supplemental Educational Opportunity Grant (SEOG)
4. Federal Work-Study

You will receive notification of verification selection via your mystarkstate email account. The email will specify the actions required and the documents (if any) required for verification that must be submitted to complete the verification process. You will also receive a FAFSA processing email notification from the ED. This email states that your FAFSA was processed and a Student Aid Report (SAR) was generated that indicates your eligibility status and notifies you if you were selected for verification.

If the Department of Education or Stark State College selects you for verification under this policy, you must complete the required actions specified or provide the requested documents or information. You are advised to complete the required actions or submit copies of the requested documents within 14 days of the request made by the Financial Aid office. However, the federal deadline for submitting verification documents is 120 days from your last date of attendance or the federal deadline of September 1, 2023, whichever is earlier. This includes making any necessary corrections, submitting those corrections to the Central Processing System, and submitting the new corrected Student Aid Report (SAR) to Stark State College.

The following consequences occur if you fail to complete verification in a timely manner:
- Applicants who do not complete verification within the required deadlines will not qualify for federal financial aid.
- No federal grant or loan funds will be disbursed.
- No federal financial aid loan will be originated.
- If a loan was originated prior to the notice of verification, any undisbursed monies will be returned to the ED.
- Student employment in a Federal Work Study job will be terminated.
- If federal grant funds were disbursed prior to being selected for verification and there was an overpayment, the monies must be returned to the appropriate federal grant programs.
- Federal financial aid will not be disbursed, and refunds, if any, will not be available until verification is completed and corrections (if necessary) have been processed and received at Stark State College from the ED.

The Financial Aid office is required to review your student information reported to the school from the completed FAFSA for conflicting information. This review ensures that any conflicting information affecting a financial aid applicant's eligibility are identified and resolved. Federal financial aid will not be awarded or disbursed if there are unresolved discrepancies.
Federal financial aid awards are based on the information provided on the your FAFSA. Federal programs such as the Federal Pell Grant, Federal SEOG Grant, Federal Perkins Loan and the Federal Subsidized Stafford Loan program have strict eligibility requirements. If the data reported on verification documents differs from the information reported on the applicant's FAFSA, the applicant's eligibility for funding from these programs may be affected.

WHAT HAPPENS DURING VERIFICATION?
The verification process takes approximately 14-30 days from the date the Financial Aid office receives **all** the required information. During the verification process we may request additional information. You should check your Student Requirements daily by logging on to www.starkstate.edu/mystarkstate, select the *My Stuff* page, and click the *Financial Aid Home* link. When the verification process is complete and your financial aid package is ready to be viewed, you will receive an email from the Financial Aid office. Any changes made to your FAFSA during the verification process will be sent directly to the Federal Processor. The Federal Processor will then communicate changes to you by sending an updated Student Aid Report (SAR).

INSTRUCTIONS FOR OBTAINING IRS TAX DOCUMENTS

Verification requires a review of your, and your parent(s)/stepparent, 2020 tax and earning information. Tax filers that did not or cannot use the FAFSA IRS Data Retrieval Tool must submit a signed 2020 federal income tax return with all applicable schedules or an IRS Tax Return Transcript.

Ways to obtain a 2020 IRS Tax Return Transcript:
- Go to www.IRS.gov. Click on the "Get Your Tax Record" link. Then choose "Get Transcript Online" or "Get Transcript by Mail". Make sure to request the *"2020 IRS Tax Return Transcript".*
- Call the IRS at 1-800-908-9946 to request a 2020 IRS Tax Return Transcript be mailed to you. Make sure to request the *"2020 IRS Tax Return Transcript".*
- Submit a paper request - Go to www.IRS.gov and click "Forms & Instructions" link. Select "Form 4506-T, Request for Transcript of Tax Return" link. Print and complete the form, selecting question 6a, and submit the completed form to the IRS. The IRS will mail you a Tax Return Transcript to submit to the Financial Aid office.

We cannot accept an IRS tax account transcript, state tax documents, and/or Forms 8453 and 8879. If you or your parent(s) filed, or will file, a 2020 1040X amended tax return, contact the financial aid office for additional information about required documentation.

Non-Filers
Parent(s)/Stepparent non-tax filers **must** submit confirmation of non-filing status documentation from the IRS. Dependent students who are providing parent information are **not** required to provide a non-filing statement.

To obtain confirmation of non-filing status documentation:
- **If you have previously filed a federal tax return but did not file, and are not, required to file for 2020:**
  - Follow the instructions above in the "Ways to obtain a 2020 IRS Tax Return Transcript" section and you will receive a non-filers confirmation in place of the tax return transcript.
- **If you have never filed a federal tax return:**
  - Go to www.IRS.gov and click "Forms & Instructions" link. Select "Form 4506-T, Request for Transcript of Tax Return" link. Print and complete the form, selecting question 7, and submit the completed form to the IRS. The IRS will mail you a confirmation of non-filing status letter to submit to the Financial Aid office.

W-2s
If you did not file and are not required to file a 2020 Federal Income Tax return, but did work and earn income a copy of all W-2 forms or other earning statements must be submitted. Verification cannot be completed until this document has been received and reviewed by the Financial Aid office.

To obtain a copy of W-2s that have been lost or destroyed:
- Contact your employer and ask for a replacement 2020 W-2 be issued to you
- Go to www.IRS.gov and click "Forms & Instructions" link. Select "Form 4506-T, Request for Transcript of Tax Return" link. Print and complete the form, selecting question 8, and submit the completed form to the IRS. The IRS will mail you a Wage and Income Statement to submit to the Financial Aid office.

If you need assistance obtaining or completing the Form 4506-T – please visit the Gateway Center

Verification cannot be completed until all required documentation has been received and reviewed by the Financial Aid office.

Stark State College
Gateway Student Services
6200 Frank Ave NW, North Canton, OH 44720
(330) 494-6170 | Fax-(330) 966-6598
www.starkstate.edu | studentservices@starkstate.edu

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STUDENT NAME _____   SSC STUDENT ID # _____

PLEASE READ ALL INSTRUCTIONS CAREFULLY

SECTION 1: HOUSEHOLD INFORMATION

In the grid below list the names of all the people in your parent's household. Include:

- **Yourself and 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, 2022, through June 30, 2023, or if the other children would be required to provide parental information if they were completing a FAFSA for 2022-2023. Include children who meet either of the 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 their support and will continue to provide more than half their support through June 30, 2023.

If any other members of your parent(s) household will be enrolled at least half time in a degree or certificate program at an eligible postsecondary educational institution between July 1, 2022 and June 30, 2023, include the name of the college. If you need additional space, attach a separate page.

Full Name	Age	Relationship to Student	College Attending
Student:		Self	Stark State College

SECTION 2: STUDENT TAX AND EARNINGS INFORMATION

Instructions for obtaining all the IRS tax documents referenced on this worksheet are attached.

Student Information:

☐ Check here if you used the IRS Data Retrieval Tool on the FAFSA on the web.

☐ Check here if you have attached a copy of your signed federal income tax return with all applicable schedules or an IRS-issued tax return transcript.

☐ Check here if you did not, and are not, required to file a 2020 federal tax return. Complete non-tax filer's section below.

NON-TAX FILERS - Only non-tax filers must complete this section.	
List below all employer(s) and income earned in 2020. A copy of all W-2 forms or other earning statements must be submitted. ☐ Check here if you were not employed and had no income earned from working in 2020. ☐ Check here if you were employed in 2020. List all employers and amount earned at each employer.	
Employer/Source of Income	Amount Earned in 2020
	$
	$

SECTION 3: PARENT TAX AND EARNINGS INFORMATION

Parent(s)* Information: *all references to parent(s) include step-parent if re-married*

☐ Check here if your parent(s) used the IRS Data Retrieval Tool on the FAFSA on the web.

☐ Check here if your parent(s) have attached a copy of their signed federal income tax return with all applicable schedules or an IRS-issued tax return transcript.

☐ Check here if your parent(s) did not, and are not required to, file a 2020 tax return. Complete non-tax filer's section below.

NON-TAX FILERS - Only non-tax filers must complete this section.
Non-tax filers must contact the IRS to obtain a non-filer statement. ☐ Check here if you have attached confirmation of your parent(s) non-filing status. ☐ Check here if your parent(s) have requested the non-filing statement and will be submitted it at a later time. List below all employer(s) and income earned in 2020. A copy of all W-2 forms or other earning statements must be submitted. ☐ Check here if the student's parent(s) was not employed and had no income earned from working in 2020. ☐ Check here if the student's parent(s) was employed in 2020. List all employers and amount earned at each employer.

Employer/Source of Income	Amount Earned in 2020
	$
	$
	$

CERTIFICATION & SIGNATURES

By signing this worksheet, I certify that all the information reported on this worksheet is complete and correct. WARNING: If false information is purposely given on this form, a $20,000 fine, a prison sentence, or both could be imposed.

Student Signature _____   Date _____

Parent Signature _____   Date _____
   REQUIRED

Priority Deadlines for Financial Aid
Applications received after these dates will still be considered for aid, but you may not have funds available until after the start of the semester. Be prepared to use your own funds to pay a portion of your tuition and all of your books before the semester's payment deadline.

Summer Session	**Fall Session**	**Spring Session**
March 1 – FAFSA Filing	May 1 – FAFSA Filing	October 1 – FAFSA Filing
April 1 – Required Documentation	June 1 – Required Documentation	November 1 – Required Documentation
May 1 – Loan Request	July 1 – Loan Request	December 1 – Loan Request

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