

**2020-2021**  
**Independent Verification Worksheet**  
(V1, V5)

**Mail:** Allen Community College  
Financial Aid Office  
1801 N Cottonwood  
Iola, KS 66749

**Fax:** 620-365-8287  
**Email:** finaid@allencc.edu

Your application has been selected for review in a process called "Verification."

The law requires that the information from your Free Application for Federal Student Aid (FAFSA) be compared with you and your spouse's (if applicable) Federal IRS tax information as well as other financial documents. If there are differences, your FAFSA information will need to be resolved, and may need to be corrected. **You must complete and sign this worksheet, attach all required documents, and submit to the Financial Aid Office at Allen.**

**STUDENT INFORMATION**

\_\_\_\_\_  
Last Name                      First Name                      M.I.                      Allen ID Number

\_\_\_\_\_  
Address (include apartment number)                      Social Security Number

\_\_\_\_\_  
City                      State                      Zip                      Phone number (include area code)

Date received (or will receive) high school diploma or GED: \_\_\_\_\_

My purpose for enrolling is to obtain one of the following: \_\_\_ an Associate Degree (2 yrs) \_\_\_ a Certificate \_\_\_ Personal Enrichment

Major Area of Study: \_\_\_\_\_

Do you have prior college hours? \_\_\_ Yes \_\_\_ No    If yes, list **ALL** institutions attended. **Order official transcripts from prior institutions attended and have them sent to the Registrar's office at the above address.**

**No federal aid will be processed until all transcripts are received.**

1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

**FAMILY INFORMATION**

Fill in the information below about the people you and your spouse (if applicable) will support between July 1, 2020, and June 30, 2021. **INCLUDE YOURSELF, YOUR SPOUSE (if applicable), AND YOUR CHILDREN (if applicable).** List the name(s) of the college(s) others will be attending if they are enrolled in a degree, diploma, or certificate program for at least six (6) credits per term between July 1, 2020, and June 30, 2021.

Name	Age	Relationship to you	College Attending
		Self	Allen Community College

**Note:** Do not include foster children.

*Continued on next page.*

## INCOME VERIFICATION

The *easiest* way to verify income is to use the IRS Data Retrieval Tool (DRT) when completing or updating your FAFSA. If you did not use the IRS DRT on the FAFSA, you must provide an IRS Tax *Return* Transcript. **To request an IRS Tax Return Transcript, visit [www.irs.gov](http://www.irs.gov) or call 1-800-908-9946.** Be sure to request a **Tax Return Transcript**, not an Account Transcript. A *Verification of Non-Filing Letter* can be obtained by visiting [www.irs.gov/forms-instructions](http://www.irs.gov/forms-instructions). Complete 4506-T form, check option 7, and mail to the IRS.

### STUDENT (AND SPOUSE) INCOME

Name of Employer	Amount Earned in 2018	IRS W-2 Included?

- ☐ Student and/or spouse **used** the IRS Data Retrieval Tool for FAFSA to transfer 2018 IRS income information onto the student's 2020-2021 FAFSA.
- ☐ The student and/or spouse **did not or could not** use the IRS Data Retrieval Tool for FAFSA. **Must attach an official 2018 Federal IRS Tax Return Transcript or a signed copy of the 2018 income tax return and applicable schedules.**
- ☐ The student and/or spouse **worked but was not required to file** a 2018 Federal Tax Return. Complete the section below and **attach copies of student/spouse 2018 W-2's and 2018 IRS Verification of Non-Filing Letter** (see *Income Verification Section* above).
- ☐ The student and/or spouse did **not** work in 2018 and is/are **not** required to file a tax return. **Attach a copy of a 2018 IRS Verification of Non-Filing Letter for each** (see *Income Verification Section* above) and **explain** how you financially supported yourself in 2018 (you may be asked to provide supporting documentation).
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### UNTAXED INCOME – Student/Spouse (if applicable)

List all sources of student/spouse untaxed income—report total amount received in 2018 (enter 0 if none received):

Source of Untaxed Income	2018 Total	Source of Untaxed Income	2018 Total
Child Support <u>Received</u>		Money received or paid on your behalf not reported elsewhere on the FAFSA	
401(k)/403(b) contribution		Veteran's Non-Education Benefits	
Disability or Worker's Compensation		Earnings Not Included On Tax Return	

### CERTIFICATIONS AND SIGNATURES

Each person signing this worksheet certifies that all of the information reported is complete and correct. I/We acknowledge that I/we have read and agree to comply with all verification policies as stated by Allen. All required forms and documents for verification must be submitted before the conclusion of the semester to be considered for federal aid. A financial aid package cannot be created until all of the requested forms and documents have been received and verification has been completed. If forms and documents are not provided by the deadline, your federal aid will not be processed.

**Student must sign. Handwritten signatures only (electronic signatures of any kind will not be accepted).**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

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