

2023-2024

Independent Verification Worksheet

(V1, V5)

Mail:	Allen Financial Aid 1801 N Cottonwood Iola, KS 66749
Secure Upload:	myAllen Portal on the Finances page
Fax:	620-365-8287

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 your 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
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Address (include apartment number)	Social Security Number
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City	State	Zip	Phone number (include area code)
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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: _____

HOUSEHOLD INFORMATION

Below, fill in your Household Information. **INCLUDE YOURSELF, YOUR SPOUSE** (if applicable), **YOUR CHILDREN** (if applicable), and **ANYONE ELSE WHO WILL RECEIVE MORE THAN 50% OF THEIR SUPPORT FROM YOU AND YOUR SPOUSE BETWEEN JULY 1, 2023, AND JUNE 30, 2024.** 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, 2023, and June 30, 2024.**

Name	Age	Relationship to you	College Attending
		Self	Allen Community College
		Spouse – if applicable	

Note: Do not include foster children.

Continued on next page.

For questions, email finaid@allenc.edu

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 or signed copy of the 2021 federal income tax return and applicable schedules. **To request an IRS Tax Return Transcript, visit 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. Complete 4506-T form, check option 7, and mail to the IRS.*

STUDENT (AND SPOUSE) INCOME

- ☐ Student and/or spouse **used** the IRS Data Retrieval Tool for FAFSA to transfer 2021 IRS income information onto the student's 2023-2024 FAFSA.
- ☐ The student and/or spouse **did not or could not** use the IRS Data Retrieval Tool for FAFSA. **Must attach an official 2021 Federal IRS Tax Return Transcript or a signed copy of the 2021 federal income tax return and applicable schedules.**
- ☐ The student and/or spouse **worked but was not required to file** a 2021 Federal Tax Return. Complete the section below and **attach copies of student/spouse 2021 W-2's and 2021 IRS Verification of Non-Filing Letter** (*see Income Verification Section above*).
- ☐ The student and/or spouse did **not** work in 2021 and is/are **not** required to file a tax return. **Attach a copy of a 2021 IRS Verification of Non-Filing Letter for each** (*see Income Verification Section above*) and **explain** how you financially supported yourself in 2021 (you may be asked to provide supporting documentation).

CERTIFICATIONS AND SIGNATURES

Each person signing this worksheet certifies that all of the information reported is complete and correct. I acknowledge that I 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, my 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.

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