



**Dependent**

# 2022-2023 Verification Worksheet

**Federal Student Aid Programs  
Office of Financial Aid**

Your application was selected for a review called Verification. Verification is a process governed by Federal and/or State regulations and is used to ensure that the information applicants report on the Free Application for Federal Student Aid (FAFSA) is accurate. In this process, MCCC will compare information from your 2022-2023 FAFSA with this form, if applicable, copies of 2020 U.S. Federal Tax Return Transcripts, or with W-2 forms or other financial documents. Information retrieved using the Internal Revenue (IRS) Data Retrieval Process and not subsequently changed, is considered acceptable documentation for IRS-related information, and your Federal Tax Transcript will not be required.

The law requires us to ask for this information before awarding Federal Aid. If there are differences between your application information and your financial documents, MCCC will need to make corrections. If you do not complete this form or submit all of the required documents requested, we will not be able to complete the processing of your financial aid.

1. Complete and sign this worksheet—at least one parent must sign the certification (SECTION E) on page 2 of the worksheet.
2. Review your Student Aid Report (SAR), information request emails from the Financial Aid Office, and Student Self Service to see if you need to submit other documentation (such as default clearance letter, citizenship documentation, social security card, admission to degree program, etc.).
3. Submit the completed worksheet, tax return transcripts, and any other documents to Financial Aid Office.
4. After a financial aid representative reviews your information, you could be asked to submit additional documentation. When all the information has been reviewed and any necessary corrections made, you will be notified about financial aid awards and payments.

## A. Student Information

\_\_\_\_\_  
Last Name                      First name                      M.I.

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Colleague ID

\_\_\_\_\_  
Address (include apt. no.)

\_\_\_\_\_  
Date of birth

\_\_\_\_\_  
City                      State                      Zip Code

\_\_\_\_\_  
Phone number (include area code)

## B. Family Information

List the people that your parents will support between July 1, 2022 and June 30, 2023. Include yourself, your parents, and your parents' other children if (a) your parents provide more than half of their support or (b) the children would be required to provide parental information when applying for Federal Student Aid. Include other people only if they now live with your parents and receive, and will continue to receive, more than half their support from them between July 1, 2022 and June 30, 2023.

Write the names of all family members including yourself. Also write the name of the college for any family member who will be attending college at least half-time (6-8 credits or more) between July 1, 2022 and June 30, 2023 and will be enrolled in a degree or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College (if currently enrolled)
		Self	Mercer County Community College
		Parent1	
		Parent2 (If applicable)	

## Section 2: TAX FILERS MUST PROVIDE IRS TAX INFORMATION (2 OPTIONS)

1. If you did NOT retrieve and transfer your and your parent(s)' income tax return information using the IRS Data Retrieve Process when initially completing the FAFSA on the Web, you can make corrections using FAFSA on the Web to transfer this information. If we receive a corrected FAFSA indicating that the transfer was successful, the 2020 IRS FEDERAL TAX RETURN TRANSCRIPT document request for you and/or your parent(s) will be removed. Check *Financial Aid Self-Service on your myMercer portal* for the status update to this requirement.
2. If you did not utilize the IRS Data Retrieval process, you must submit a copy of your **2020 FEDERAL INCOME TAX RETURN TRANSCRIPT or signed IRS 1040**. To request a copy of your 2020 FEDERAL TAX RETURN TRANSCRIPT from the Internal Revenue Service go to [www.irs.gov](http://www.irs.gov) or your local IRS office. If you amended your tax return after you filed, you must also provide a copy of the 2020 FEDERAL TAX ACCOUNT TRANSCRIPT.

### C. Student's Income & Benefits Information

Check the appropriate statement below and provide the requested information and documents:

- I used the IRS Data Retrieval Tool to transfer my/our 2020 income information to the FAFSA and made no further changes to the information.
- I did not (or could not) transfer my 2020 income information to the FAFSA using the IRS Data Retrieval Tool. I have attached a copy of my **2020 IRS Tax Return Transcript**.
- I did not and am not required to file a 2020 Federal Income Tax Return. [**Attach all 2020 W-2's** from all sources of earned income. Please list sources and amounts of any earned income received in 2020.]

Employer Name/Source of Untaxed Income	2020 Amount Earned

### D. Parents' Income & Benefits Information

Check the appropriate statement below and provide the requested information and documents:

- I/we used the IRS Data Retrieval Tool to transfer my/our 2020 income information to the FAFSA and made no further changes to the information.
- I/we did not (or could not) transfer my/our 2020 income information to the FAFSA using the IRS Data Retrieval Tool. I/we have attached a copy of my/our **2020 IRS Tax Return Transcript(s)**.
- I/we did not and were not required to file a 2020 Federal Income Tax Return. [**Attach all 2020 W-2's** from all sources of earned income. Also provide a **2020 Letter of Non-Filing** from the IRS. Please list sources and amounts of any earned income received in 2020.]

Employer Name/Source of Untaxed Income	2020 Amount Earned

### E. Certification

Each person signing this form certifies that all information reported on it is complete and correct. The student and at least one parent must sign and date.

\_\_\_\_\_

*Student*    *Date*

\_\_\_\_\_

*Parent*    *Date*

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