

READ THIS!

You were selected for VERIFICATION by the Department of Education. Before the Financial Aid Office (FAO) can award Federal Student Aid, please confirm the information you and your parents reported on your 2019-2020 FAFSA. A Kellogg Community College Financial Aid Administrator will compare the information reported on your FAFSA with the information on this worksheet. If there are differences, your FAFSA information will need to be corrected. **You and at least one parent will need to complete and sign this worksheet, attach any required documents, and submit the form to the Financial Aid Office (FAO).** The FAO may ask for additional information. If you have questions about verification, contact the FAO as soon as possible so that your financial aid will not be delayed.



Part I. STUDENT INFORMATION

Last Name		First Name	M.I.	Student ID#
Street Address (include apt. no.)				SSN Last 4 digits
City	ST	Zip	Date of Birth	
Home Phone	Cell Phone	Alternative Phone		

Part II. HOUSEHOLD INFORMATION

In the box below list *ALL* members of your parent(s) household. If you have any questions regarding household members, contact the FAO. Your household should include:

- The student
- The parents (including a stepparent) even if the student does not live with the parents. If parents are unmarried and living together, include information for parent 1 and parent 2.
- The parents' other children if the parents will provide more than half of their support from July 1, 2019, through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019-2020. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2020.

Full Name	Age	Male or Female M or F	Relationship	College	*Will be Enrolled at least Half Time (Yes or No)?
			Self	Kellogg Community College	Yes
			Parent		

* For any household member (excluding parents) who will be enrolled at least half time (6 credits) in a degree or certificate program at an eligible postsecondary educational institution any time during the academic year. *If more space is needed, provide a separate page with the student's name and ID number at the top.*

NOTE: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

Part III. STUDENT INCOME INFORMATION

a. Tax Return Filers- Complete this section if you, the student, have filed or will file a 2017 tax return with the IRS. You may have used the IRS Data Retrieval Tool (DRT) on your 2019-2020 FAFSA. For assistance using the DRT, see instructions on the last page of this worksheet.

Check the box that applies:

- I have filed a 2017 Federal IRS Tax Return and have successfully used the DRT through FAFSA
- I was UNABLE or chose not to use the DRT through FAFSA, and I will submit one of the following:
 - ✓ Attach your signed 2017 Tax Return Transcript to this worksheet
 - ✓ Submit Tax Return Transcript at a later date
 To obtain a Tax Return Transcript online or by mail, go to www.irs.gov/individuals/get-transcript.
OR call IRS at 1-800-908-9946.
- I have filed an amended tax return (1040X) and will attach to this worksheet or submit at a later date.

b. Tax Return Non-filers: Complete this sections if you, the student did not file a 2017 Federal Tax Return

- I was not employed, did not have any income earned from working during the year of 2017.
- OR-**
- I was employed however, I was not required to file a 2017 Federal IRS Tax Return. If so, complete the box below and attach the following:
 - ✓ Attach copies of all 2017 W-2's and/or 1099 forms

Name of Employer	Amount Earned in 2017	W-2 Attached? Yes or No
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

Part IV. PARENT'S INCOME INFORMATION

a. Tax Return Filers - Complete this section for parents listed as a household member under Part II of this form. If parents have not already used the IRS Data Retrieval Tool (DRT), please see instructions on the last page of this worksheet.

Check the box that applies:

- I, the parent(s), have filed a 2017 Federal IRS Tax Return and have successfully used the DRT through FAFSA
- I, the parent(s), will file and have NOT yet used the DRT, however I will use the DRT later
- I was UNABLE or chose not to use the DRT through FAFSA, and I will submit an IRS Tax Return Transcript separately:
 - ✓ Attach your 2017 Tax Return Transcript to this worksheet
 - ✓ Submit 2017 Tax Return Transcript at a later date
 To obtain a Tax Return Transcript online or by mail, go to www.irs.gov/individuals/get-transcript.
OR call 1-800-908-9946.
- I, the parent(s) have filed an amended tax return (1040X) and will attach to this worksheet or submit at a later date.

b. Tax Return Non-Filers: If parent(s) DID NOT file a 2017 Federal tax return, they are required to submit a 2017 "IRS Verification of Non-filing Letter" which can be retrieved from IRS online at

<https://www.irs.gov/pub/irs-pdf/f4506t.pdf> **Check the box that applies:**

- I, the parent(s), was not employed and did not earn income from working in 2017.
 - ✓ Complete and submit a **Household Resources Verification Worksheet**-This form can be found online on the Financial Aid webpage or at the FAO.
- I, the parent(s), were employed in 2017 however, I was not required to file a 2017 Federal Tax Return. If so, complete the box below and attach copies of all 2017 W-2's and/or 1099 forms

Employer's Name	2017 Amount Earned	W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

Part V. ADDITIONAL INCOME – Use the table below to report Annual amounts for you and your parents. Be sure to enter zeros if no funds were received in 2017

Parent's Amount	2017 Additional Financial Information	Student's Amount
\$	Combat pay or special combat pay. Only enter the amount that was taxable and include in your adjusted gross income. Combat pay is reported on the W-2 in Box 12, Code Q.	\$
\$	Payments to tax-deferred pension and savings plans including, but not limited to, amounts reported on the W-2 forms in Boxes 12a-12d, Codes D, E, F, G, H and S. <i>Do Not include DD.</i>	\$
\$	Child support received for any of your children. Don't include foster care or adoption payments. Provide names of child(s) you received child support for: _____ _____	\$
\$	Housing, food and other living allowances paid to members of the military, clergy and others (Including cash payments and cash value of benefits.) Don't include the value of on-base military housing or the value of a basic military allowance for housing.	\$
\$	Veteran's non-education benefits such as disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$
\$	Other untaxed income not reported from FAFSA items 44a - j or 92a- h, such as workers' compensation, disability, etc. Don't include student aid, EIC, additional child tax credit, welfare payments, untaxed SS benefits, SSI, WIA educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g. cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$
XXXXXXXXXX	Money received, or paid on your behalf (e.g. bills, not reported elsewhere on this form.)	\$

Part VI. CERTIFICATION AND SIGNATURE

Each Person signing this worksheet certifies that ALL information reported is complete and correct. The student and one parent must sign and date

Student Signature

Date

Parent Signature

Date

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

RETURN BY MAIL, EMAIL OR FAX TO:

Kellogg Community College
Financial Aid Office
450 North Avenue
Battle Creek, MI 49017

Email: finaid@kellogg.edu
FAX#: (269)966-4089
Phone: (269) 965-4123

ADDITIONAL ASSISTANCE AND INSTRUCTIONS

Using the IRS Data Retrieval Tool

- Access your FAFSA at www.fafsa.gov and log into your account.
- Once logged in, click on the option to “Make FAFSA Corrections” (this will take you to your completed FAFSA information). If federal taxes have been filed, go to the tax information section and update status to “already completed” taxes. Answer the series of questions that follow. If you answer “no” to each question an option will be provided to “link to IRS”.
- If using the DRT for a parent, enter parent FSA ID and password, click on the IRS link, and you will be taken to the IRS website and asked to enter your information.
- Enter your name and address information EXACTLY as it appears on your 2017 tax form. If the tool can locate tax information, click the option to “*transfer now*”. If you need to use the IRS Data Tool for the student, repeat steps in the student section of the FAFSA. Once you are done make sure to “next” through the rest of the FAFSA and complete the new submission on the “Sign and Submit” page.

Requesting an IRS Tax Return Transcript

- Go to www.irs.gov , click “Get My Tax Record”. Then choose “Get Transcript Online” or “Get Transcript by Mail”.
- If you already have an account established, you can log in to access your Tax Return Transcript. To “Get Transcript by Mail” simply chose that option and supply requested the requested information.
- Request can also be made by telephone at (800) 908-9946 or by completing a 4506-T that can be mailed or faxed to the IRS. In any case make sure that you request the “IRS Tax Return Transcript” and NOT “IRS Account Transcript”. The transcripts requested by “Get Transcript by Mail”, Phone and 4506-T are received within 10 business days from the IRS’s receipt of your request.

Verification of Non-Filing Letter

- Go to www.irs.gov, click “Get My Tax Record”. Then choose “Get Transcript online”. The “Get Transcript Online” tool is currently unavailable for new users. If you already have an account established, you can log in to access a Verification of Non-filing letter.
- Request can also be made by telephone at (800) 908-9946 or by completing a 4506-T that can be mailed or faxed to the IRS. Verification of Non-filing letters requested by phone or 4506-T are generally received within 10 business days from the IRS’s receipt of your request.