

**Financial Aid**

450 North Avenue • Battle Creek, MI 49017-3397  
269-965-4123 • FAX 269-966-4089  
www.kellogg.edu/financial-aid

**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 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.



**OPTION 1. IDENTITY & STATEMENT OF EDUCATIONAL PURPOSE  
(to be signed at the institution)**

The student must appear in person at \_\_\_\_\_  
Name of Postsecondary Educational Institution

to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

I certify that I, \_\_\_\_\_, am the individual  
Student Full Name (Please Print)  
signing this Statement of Education Purpose and that the federal student financial assistance I may receive will only be used for education purposes and to pay the cost of attending **Kellogg Community College** for 2019-2020.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**APPROVED**

**Staff Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**OPTION 2. NOTARY'S CERTIFICATE OF ACKNOWLEDGMENT**

If you, the student, are not able to appear in person at Kellogg Community College, to verify your identity, you must complete and submit this Notarized Certificate of Acknowledgment Statement:

State of \_\_\_\_\_ City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_, personally appeared, \_\_\_\_\_,  
(Today's Date) (Notary's Name) (Signer's Name)

and provided to me on basis of satisfactory evidence of identification \_\_\_\_\_ to be the above named  
(Type of ID provided)

\_\_\_\_\_  
Notary Signature

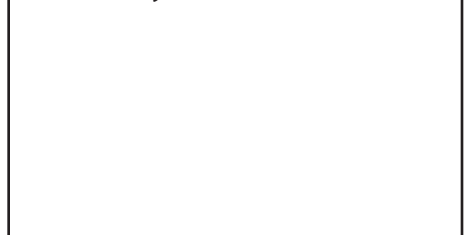
\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student ID#

My Commission Expires on \_\_\_\_\_  
(Date)

**WITNESS my hand and Official Seal:**



**Part I. STUDENT INFORMATION**

Last Name	First Name	M.I.	Student ID#
Street Address (include apt. no.)			Social Security #
City	State	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 your household members, contact the FAO. Your household should include:

- The student
- The parents (including a stepparent) even if the student doesn't live with the parents. If legal parents are unmarried and living together, include income and other information for parent 1 and parent 2.
- The parents' other children if the parents will provide more than half of their support from October 1, 2018, 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)?
			<i>Self</i>	<i>Kellogg Community College</i>	<i>Yes</i>
			<i>Parent</i>		

\* 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, has filed or will file a 2017 tax return with the IRS. You may have already used the IRS Data Retrieval Tool (DRT), which is part of your FAFSA. For assistance using the DRT, see instruction on the last page of this worksheet.

**Check the box that applies:**

- I have filed a 2017 Federal IRS Tax Return and have used the DRT through FAFSA
- I was UNABLE or chose not to use the DRT through FAFSA, and will submit a signed 1040, 1040A, or 1040EZ IRS Individual Federal Tax Return or an IRS Tax Return Transcript separately:
  - ✓ Attach your 2017 Federal Tax Return or Tax Return Transcript to this worksheet
  - ✓ Or Submit Federal Tax Return or Tax Return Transcript at a later date  
 To obtain an IRS Tax Return Transcript, go to <https://www.irs.gov/individuals/get-transcript> to request an electronic transcript or to receive it by mail. You can also call 1-800-908-9946. Make sure to request a Tax Return Transcript and NOT the Account Transcript
- 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** — **Only Select One option. ALL** Non-filers must submit a 2017 **“IRS Verification of Non-filing Letter”** — which can be retrieved from the IRS online at <http://www.irs.gov/Individuals/Get-Transcript> or by mail by submitting an IRS Form 4506-T, found at [www.irs.gov/pub/irs-pdf/f4506t.pdf](http://www.irs.gov/pub/irs-pdf/f4506t.pdf)

- 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 parent have not already used the IRS Data Retrieval Tool (DRT), which is part of your FAFSA, go to [www.FAFSA.gov](http://www.FAFSA.gov). For assistance using the DRT, 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 used the DRT through FAFSA
- I was UNABLE or chose not to use the DRT through FAFSA, and will submit a signed 1040, 1040A, or 1040EZ IRS Individual Federal Tax Return or an IRS Tax Return Transcript separately:
  - ✓ Attach your 2017 Federal Tax Return Transcript to this worksheet
  - ✓ Or Submit Federal Tax Return or Tax Return Transcript at a later date
 To obtain an IRS Tax Return Transcript, go to <https://www.irs.gov/individuals/get-transcript> to request an electronic transcript or to receive it by mail. You can also call 1-800-908-9946. Make sure to request a Tax Return Transcript and NOT the Account Transcript
- 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 2016 Federal tax return. **Only Select ONE option. ALL** Non-filers must submit a 2016 **“IRS Verification of Non-filing Letter”** which can be retrieved from the IRS online at <http://www.irs.gov/Individuals/Get-Transcript> or by mail by submitting an IRS Form 4506-T, found at [www.irs.gov/pub/irs-pdf/f4506t.pdf](http://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 2016.
  - ✓ Complete and submit a **Household Resources Verification Worksheet** indicating how living expenses in 2016 were met. This form can be found online on the Financial Aid webpage or at the FAO.
- I, the parent(s), was employed in 2016 however, I was not required to file a 2016 Federal Tax Return. If so, complete the box below and attach the following:
  - ✓ Attach copies of all 2016 W-2's and/or 1099 forms

Name of Employer	Amount Earned in 2016	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 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	2016 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. <b>DO NOT</b> Include DD	\$
\$	Child support <b>received</b> for any of your children. <b>Don't include foster care or adoption payments.</b> 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.) <b>Don't include the value of on-base military housing or the value of a basic military allowance for housing.</b>	\$
\$	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. <b>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.</b>	\$

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