

**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 reported on your online 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. **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 any 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)

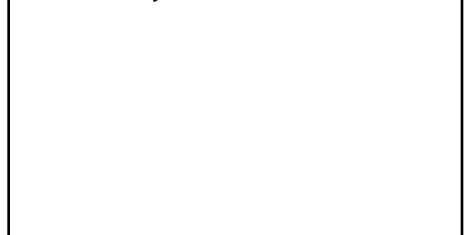
person who signed the foregoing instrument.

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

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

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

**WITNESS my hand and Official Seal:**



**Part I. INDEPENDENT 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 household. If you have questions regarding your household members, please contact the FAO. Your household should include:

- The student
- The student’s spouse, if the student is married.
- The student’s or spouse’s children if the student or spouse will provide more than half of their support from July 1, 2019, through June 30, 2020, even if the children do not live with the student.
- Other people if they now live with the student and the student or spouse provides 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<br>M or F | Relationship  | College                          | *Will be Enrolled at<br>Least Half Time<br>(Yes or No)? |
|-----------|-----|--------------------------|---------------|----------------------------------|---|
|           |     |                          | <i>Self</i>   | <i>Kellogg Community College</i> | <i>Yes</i>  |
|           |     |                          | <i>Parent</i> |                                  |   |
|           |     |                          |               |                                  |   |
|           |     |                          |               |                                  |   |
|           |     |                          |               |                                  |   |
|           |     |                          |               |                                  |   |
|           |     |                          |               |                                  |   |

\*For any household member who will be enrolled at least half time (6 credits) in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2019, and June 30, 2020, include the name of the college. 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 (**and or your spouse, if married**), has filed or will file a 2017 tax return with the IRS. You have already used the IRS Data Retrieval Tool (DRT), which is part of your FAFSA. For assistance with using the DRT see instructions on the last page of this worksheet. If you or your spouse have filed an Amended 2017 IRS Federal Tax Return, contact the FAO.

**Check the box that applies:**

- I have filed a 2017 Federal IRS Tax Return and have used the DRT through FAFSA
- I will file and have NOT yet used the IRS DRT through FAFSA, 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
  - ✓ Or Submit 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.** Complete this section if you, the student (**and, if married, your spouse**) will not file an IRS Tax Return. **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
  - ✓ Submit a **Household Resources Verification form**, found on webpage or at the FAO

| 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. ADDITIONAL INCOME** — Use the table below to report annual amounts for you and your spouse. Be sure to enter zeros if no funds were received in 2017.

| 2017 Additional Financial Information   | Student's /Spouse 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.  | \$                       |
| <i>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>   | \$                       |
| 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:<br>_____<br>_____  | \$                       |
| 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 in items 45a through 45h or 93a- 93h, 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> | \$                       |
| Money received, or paid on your behalf (e.g. bills), not reported elsewhere on this form.   | \$                       |

**Part V. CERTIFICATION AND SIGNATURE**

I certify that ALL information reported on this worksheet is complete and correct. The student must sign and date this worksheet. If married, the spouse's signature is optional.

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

\_\_\_\_\_  
Spouse Signature (optional) \_\_\_\_\_  
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

## **ADDITIONAL ASSISTANCE AND INSTRUCTIONS**

### **Using the IRS Data Retrieval Tool**

- Access your FAFSA at [www.fafsa.gov](http://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”.
- 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](http://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](http://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.