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www.hcc.edu

HOLYOKE COMMUNITY COLLEGE

303 Homestead Avenue
Holyoke, MA 01040
413.538.7000

Financial Aid Office
Phone: (413) 552-2150
Fax: (413) 552-2192

2023–2024 Verification Worksheet: Dependent Student

At Holyoke Community College, we want to make sure that everyone has an equal chance to go to college, no matter who they are. We know that getting money to pay for college is important, so we promise to be fair when we give out financial aid. We also want to make sure that trans and gender-expansive students don't face any barriers in accessing financial aid. If you have questions or concerns about this, you can talk to the financial aid office.

Your 2023–2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to HCC's Financial Aid Office. If you have questions about verification, contact us at 413-552-2150.
If you have not already done so, use the **IRS Data Retrieval Tool (DRT)** to correct your FAFSA income data to official IRS tax information. You may also elect to provide an official **2021 IRS Tax Return Transcript** or a signed copy of your **2021 IRS Tax Return, including all schedules**. Tax return transcripts can be requested online at https://www.irs.gov/individuals/get-transcript or by calling the IRS at 1-800-908-9946. Parents and students who are tax non-filers will need to submit **W-2** statements. Parents who are tax non-filers will need to also submit an **IRS Verification of Non-Filing Letter**, available at https://www.irs.gov/individuals/get-transcript. If you are unable to obtain this document, please contact our office so we can assist.

A. Student Information

Last Name _____ First Name _____ M.I. _____ Student ID _____

B. Student's Family Information

Step 1 - Complete all information below for the people in your parent(s)'household. Include:

- Yourself and your parent(s)
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2023, through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023–2024. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support between July 1, 2023 and June 30, 2024.

Step 2 - Include the name of the college for any household member who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2023 and June 30, 2024. *If more space is needed, attach a separate page with the student's name and Student ID at the top.*

Full Name (*required*)	Age (*required*)	Relationship (*required*)	Will this person attend college in 2023-2024? If yes, please list the college.	Enrolled at least half-time
Your Name (example)	*18*	*Self*	*Holyoke Community College*	*Yes*

SECTION C: TAX

Student	Parent(s)
☐ I filed a 2021 IRS Tax Return. ☐ Use the IRS Data Retrieval Tool on the FAFSA at: www.fafsa.gov, or; ☐ Attach 2021 IRS Tax Return Transcript. You can get the IRS Tax Return Transcript at: https://www.irs.gov/individuals/get-transcript, or; ☐ Attach a signed copy of your 2021 tax return, including all schedules. ☐ I did not and will not file a 2021 federal tax return. ☐ I worked in 2021, but am not required to file a 2021 federal tax return. **Go to Section D.** ☐ I did not work in 2021 and will not file a 2021 federal tax return.	☐ I filed a 2021 IRS Tax Return. ☐ Use the IRS Data Retrieval Tool on the FAFSA at: www.fafsa.gov, or; ☐ Attach 2021 IRS Tax Return Transcript. You can get the IRS Tax Return Transcript at: https://www.irs.gov/individuals/get-transcript, or; ☐ Attach a signed copy of your 2021 tax return, including all schedules. ☐ I will not file a 2021 federal tax return. You must attach an IRS Verification of Non-Filing Letter. Request at: https://www.irs.gov/individuals/get-transcript. ☐ I worked in 2021, but am not required to file a 2021 federal tax return. **Go to Section D.** ☐ I did not work in 2021 and will not file a 2021 federal tax return.

SECTION D: NON-FILING STATEMENT *(Complete applicable section(s) for anyone who has NOT filed a tax return.)*

Student: If you did not, and were not required to file a tax return in 2021, list all employers and amounts earned below. **You must also submit copies of all W-2s with this form.**

EMPLOYER NAME/ SOURCE OF INCOME	DOLLAR AMT. EARNED IN 2021	W-2 ATTACHED*
	$	☐ Yes ☐ No
	$	☐ Yes ☐ No
	$	☐ Yes ☐ No
	$	☐ Yes ☐ No
	$	☐ Yes ☐ No
	$	☐ Yes ☐ No

Parent(s): If you did not, and were not required to file a tax return in 2021, list all employers and amounts earned below. **You must also submit copies of all W-2s and a Verification of Non-Filing Letter from the IRS with this form.**

EMPLOYER NAME/ SOURCE OF INCOME	DOLLAR AMT. EARNED IN 2021	W-2 ATTACHED*
	$	☐ Yes ☐ No
	$	☐ Yes ☐ No
	$	☐ Yes ☐ No
	$	☐ Yes ☐ No
	$	☐ Yes ☐ No
	$	☐ Yes ☐ No

***If you are unable to provide a copy of your 2021 W-2(s), you must provide a type-written statement explaining why you are unable to provide a copy of the W-2(s).**

E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and parent must sign and date.

Student's Signature _____ Date

Parent's Signature _____ Date

For more information on processing and verification deadlines, please visit http://www.hcc.edu/finaid/deadlines.