HOLYOKE COMMUNITY COLLEGE

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303 Homestead Avenue Holyoke, MA 01040 413.538.7000 Financial Aid Office Phone: (413) 552-2150 Fax: (413) 552-2192

2023–2024 Verification Worksheet: Independent 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 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. If the FAFSA processing center indicates that you are unable to use the IRS Data Retrieval Tool you are required to provide an official **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. Tax non-filers will need to submit copies of 2021 **W-2s** and 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 | | | |
|-----------|---------------------|------------|------|------------|
| _ | | | | |
| Ī | Last Name | First Name | M.I. | Student ID |

B. Student's Family Information

Complete all information below for the people in your household. Include:

- Yourself
- Your spouse, if you are not separated.
- Your children, if you will provide more than half of their support from July1, 2023, through June 30, 2024, even if they do not live with you.
- Other people if they now live with you and you 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.

Include the name of the college for any household member who will be enrolled <u>at least half time</u> 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 | Age | Relationship | Will this person attend college in 2023-2024? | Enrolled at least |
|---------------------|------------|--------------|---|-------------------|
| (required) | (required) | (required) | If yes, please list the college. | half-time |
| Your Name (example) | 18 | Self | Holyoke Community College | Yes |
| | | | | |
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| SECTION C: TAX | | |
|---|---|--|
| Student | Spouse (if applicable) | |
| 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. 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. | □ 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. ● Attach a signed copy of your 2021 tax return, including all schedules. □ I did not and will not file a 2021 federal tax return. You must attach an IRS Verification of Non-Filing Letter. Request at: | |

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 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 | |

E.

Spouse: 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 typewritten statement explaining why you are unable to provide a copy of the W-2(s).

| ertification and Signatures | tifies that all of the informat | ion reported on it is complete and correct. The | student must sign and dat |
|--|---------------------------------|---|---------------------------|
| Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student must sign and da Your spouse, if married, is not required to sign this worksheet but they are encouraged to review the information. | | | |
| | | | |
| Student's Signature | Date | Spouse's Signature (optional) | Date |