

Your FAFSA application was selected for review by the Department of Education in a process called Verification. Complete this worksheet and submit to Financial Aid and Scholarships.

Please reference Student Financial Aid in MyCCU for a complete list of your required financial aid documents.

If the information on this form conflicts with the information on the FAFSA and/or is completed incorrectly, then additional documentation will be requested. You MUST include your (student's) name and CCU ID number on all documents submitted. Failure to do so will result in a delay of the processing of your documents.

****Allow two to three weeks for processing. Please note the processing time of verification may be longer during peak periods.****

Student name _____ Last _____ First _____ SSN/ID _____

FAMILY SIZE INFORMATION

List the people in your family, including:

- The student (you) (and spouse), the student's dependent children (even if they live apart because of college enrollment), and other people living with the student now. Include these dependent children and other people only if the student will provide more than half of their support between July 1, 2024, and June 30, 2025. **Do not include unborn children.**

Family Size Information: Please list all members of your family		
Full Legal Name of Family Member	Age	Relationship to Student

***Support includes money, gifts, loans, housing, food, clothes, car, medical and dental care, payment of college costs, etc.**

If additional space is needed, please attach a separate page that includes the student's name and SSN/ID number at the top.

If your family size has changed since completing the FAFSA, then please provide an explanation of the change along with this form:

CERTIFICATION AND SIGNATURES

By signing this worksheet, I certify that all information reported is complete and accurate. *I understand that I may be required to provide additional documentation if information on this form conflicts with the FAFSA and/or other submitted documentation. (Typed and/or computer-generated signatures will not be accepted.)*

Student signature _____ Student printed name _____ Date _____

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

Additional Information:

I (and/or my spouse, if applicable) filed taxes in 2022. What must I do?

If your and/or your spouse's 2022 income tax return was used and successfully imported into the FAFSA, no further documentation is needed to verify 2022 income information in most cases.

If your and/or your spouse's income tax return was unavailable or could not be used or imported into the FAFSA and you had to manually enter this information, CCU's Financial Aid and Scholarships office will likely request a signed copy of your and/or their 2022 Tax Return (including Schedules 1, 2, and 3 if filed) or 2022 Tax Return Transcript AND copies of your and/or their 2022 W-2 and Schedule C forms.

***The above information should *only* be submitted for an individual if it has been specifically requested on Required Financial Aid Documents in MyCCU or in an email received from Financial Aid and Scholarships.**

Tax Return Transcript Guide:

Online PDF Version/Mail Request:

1. Visit <https://www.irs.gov/individuals/get-transcript> and click "Get Transcript Online"
2. Click "Get Transcript Online"
3. Select **2022** under **RETURN TRANSCRIPT**. Our office cannot accept the Account Transcript.
4. If you are unable to retrieve a copy online, you may request a copy by mail. Click "Get Transcript by Mail" and enter all required taxpayer information exactly as it appears on your 2022 tax return. Transcripts are typically received within 5-10 business days.

Paper Request – IRS Form 4506-T (mailed to the IRS):

1. Visit IRS website for a copy of the 4506-T form <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>.
2. Complete all sections, as applicable. Do **NOT** request the transcript be sent to a third party. You must have the transcript mailed directly to the taxpayer.
3. Complete Line 6 with the **1040** form number and check **RETURN TRANSCRIPT**.
4. Complete Line 9 with the tax year being requested: **12/31/2022**.
5. Sign, date, and mail or fax the form to the appropriate address on Page 2 of the form. **Please note that this form cannot be submitted directly to the Financial Aid and Scholarships office.**

I am an independent student (my FAFSA does not require me to include parent information) and I (and/or my spouse if applicable) did not file taxes in 2022. What else must I/we do?

You (the student) and/or your spouse (if applicable) are required to submit the following:

Student Filing Verification Form

- Refer to Required Financial Aid Documents in MyCCU for access to this form.
- Provide copies of your (the student) W-2 forms.

Student Spouse Filing Verification Form

- Refer to Required Financial Aid Documents in MyCCU for access to this form.
- Provide copies of your spouse's W-2 forms.