



Your 2020–2021 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we need to confirm the information you and your parent(s) reported on your FAFSA. To verify that you provided correct information we will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and one parent whose information was reported on the FAFSA must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to our office. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

**A. STUDENT INFORMATION**

_____	_____	_____	_____
Last Name	First Name	M.I.	GOCC ID# (required)
_____			_____
Street Address (include apt. no.)			Date of Birth
_____	_____	_____	_____
City	State	Zip Code	Email Address
_____			_____
Home Phone Number (include area code)			Alternate or Cell Phone Number

**B. NUMBER OF HOUSEHOLD MEMBERS AND NUMBER IN COLLEGE**

1. Enter student name and age in this section:

Student Name	Age	Relationship to Student	Name of College
		Self	Glen Oaks Community College

2. List parent(s) reported on FAFSA, including a stepparent, even if you don't live with your parent(s). If parents are separated or divorced, provide the family information for the parent reported on FAFSA.

Parent(s)/Stepparent	Age(s)	Relationship to Student

3. List below the parents' other children if the parents will provide more than half of the children's support from July 1, 2020, through June 30, 2021, or if the other children would be required to provide parental information if they were completing a FAFSA for 2020–2021. Include children who meet either of these standards, even if a child does not live with the parents. If applicable, include name of college if child listed below is, or 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, 2020, and June 30, 2021.

4. List other people below if they now live with the parents and the parents provide more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2021. If applicable, include name of college if dependent listed below is, or 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, 2020, and June 30, 2021.

Children and/or dependents (first and last name)	Age(s)	Relationship to Student	Name of College (if enrolled at least ½ time – 6 credits)

## C. VERIFICATION OF 2018 INCOME INFORMATION FOR STUDENT TAX FILERS

Complete this section if the student and spouse **filed or will file** a 2018 IRS Income Tax Return.

The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov)

**Note:** If the student and spouse filed separate 2018 IRS income tax returns, the IRS DRT cannot be used and the 2018 IRS Tax Return Transcript(s) must be provided for each.

Check the box that applies:

- The student has used the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on [FAFSA.gov](http://FAFSA.gov) to transfer 2018 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov), but will use the tool to transfer 2017 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a **2018 IRS Tax Return Transcript(s)**. See instructions on **How to Obtain a 2018 IRS Tax Return Transcript**.

### **How to Obtain a 2018 IRS Tax Return Transcript**

A 2018 IRS Tax Return Transcript may be obtained through:

**Get Transcript by Mail** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 5-10 calendar days from the IRS's receipt of the online request.

**Get Transcript Online** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.

**Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 5-10 calendar days from the IRS's receipt of the telephone request.

**Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. Complete and submit IRS Form 4506-T to the IRS by fax at 855-800-8015 or mail to: Internal Revenue Service, ATTN: RAIVS Team, P.O. Box 145500, Stop 2800 F, Cincinnati, OH 45250. The transcript is generally received within 5-10 calendar days from the IRS's receipt of the paper request form.

**D. VERIFICATION OF 2018 INCOME INFORMATION FOR STUDENT NON-TAX FILERS**

Complete this section if the student and spouse will not file and are not required to file a 2018 IRS Income Tax Return.

Check the box that applies:

The student and spouse were not employed and had no income earned from work in 2018. Complete Step 1 below:

- 1) Student, and spouse, must provide an **IRS Verification of Non-Filing Letter**. The letter will confirm that the IRS has no record of a federal tax form on file for the 2018 tax year. The letter must be dated after October 1, 2019. See instructions on **How to Obtain an IRS Verification of Non-Filing Letter**.

The student and/or spouse were employed in 2018, but did not file and were not required to file a 2018 IRS income tax return. Complete Steps 1 and 2 below:

- 1) Student and spouse must provide an **IRS Verification of Non-Filing Letter**. The letter will confirm that the IRS has no record of a federal tax form on file for the 2018 tax year. The letter must be dated after October 1, 2019. See instructions on **How to Obtain an IRS Verification of Non-Filing Letter**.
- 2) List below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2018 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Employer’s Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2018
<i>(Example) ABC’s Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

**How to Obtain an IRS Verification of Non-Filing Letter**

A 2018 IRS Verification of Non-Filing letter dated after October 1, 2019, may be obtained through:

**Online Request** - Go to [www.irs.gov](http://www.irs.gov); click “Get Your Tax Record,”

- You will have the option to “Get Transcript Online” or Get Transcript by Mail”
- After you login click on the tax year needed under “Verification of Non-Filing Letter.”
- Request information for tax year 2018 to complete verification for 2020-2021 FAFSA.

**Automated Telephone Request** - 1-800-908-9946. The IRS Verification of Non-Filing letter is generally received within 5-10 calendar days from the IRS’s receipt of the telephone request.

**Paper Request Form** – IRS Form 4506-T. Complete and submit IRS Form 4506-T to the IRS by fax at 855-800-8015 or mail to: Internal Revenue Service, ATTN: RAIVS Team, P.O. Box 145500, Stop 2800 F, Cincinnati, OH 45250. The IRS Verification of Non-Filing letter is generally received within 5-10 calendar days from the IRS’s receipt of the paper request form.

## E. VERIFICATION OF 2018 INCOME INFORMATION FOR PARENT TAX FILERS

Complete this section if the parents **filed or will file** a 2018 IRS Income Tax Return.

The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov)

**Note:** If the parents filed separate 2018 IRS income tax returns, the IRS DRT cannot be used and the 2018 IRS Tax Return Transcript(s) must be provided for each.

Check the box that applies:

- The parents have used the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on [FAFSA.gov](http://FAFSA.gov) to transfer 2018 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov), but will use the tool to transfer 2017 IRS income tax return information into the student's FAFSA.
- The parents are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a **2018 IRS Tax Return Transcript(s)**. See instructions on **How to Obtain a 2018 IRS Tax Return Transcript**.

### **How to Obtain a 2018 IRS Tax Return Transcript**

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## F. VERIFICATION OF 2018 INCOME INFORMATION FOR PARENT NON-TAX FILERS

Complete this section if the PARENTS will not file and are not required to file a 2018 IRS Income Tax Return.

Check the box that applies:

Neither parent was not employed, and neither had income earned from work in 2018. Complete Step 1 below:

- 1) Each parent must provide **an IRS Verification of Non-Filing Letter**. The letter will confirm that the IRS has no record of a federal tax form on file for the 2018 tax year. The letter must be dated after October 1, 2019. See instructions on **How to Obtain an IRS Verification of Non-Filing Letter**.

One or both parents were employed in 2018, but did not file and were not required to file a 2018 IRS income tax return. Complete Steps 1 and 2 below:

- 1) Each parent must provide **an IRS Verification of Non-Filing Letter**. The letter will confirm that the IRS has no record of a federal tax form on file for the 2018 tax year. The letter must be dated after October 1, 2019. See instructions on **How to Obtain an IRS Verification of Non-Filing Letter**.
- 3) List below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2018 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2018
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

### How to Obtain an IRS Verification of Non-Filing Letter

A **2018 IRS Verification of Non-Filing letter** dated after October 1, 2019, may be obtained through:

**Online Request** - Go to [www.irs.gov](http://www.irs.gov); click "Get Your Tax Record,"

- You will have the option to "Get Transcript Online" or Get Transcript by Mail"
- After you login click on the tax year needed under "Verification of Non-Filing Letter."
- Request information for tax year 2018 to complete verification for 2020-2021 FAFSA.

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## G. CERTIFICATIONS AND SIGNATURES

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

**Warning: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
GOCC Student ID Number

\_\_\_\_\_  
Student's Signature      **(Required)**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature      **(Required)**

\_\_\_\_\_  
Date

***Submit this worksheet and additional documentation by mail or fax to:***

Glen Oaks Community College

Attn: Financial Aid Office

62249 Shimmel Road

Centreville, MI 49032

Fax: 269-467-9068