



**Financial Aid Office  
2023-24 Independent Verification Worksheet**

**V1**  
Standard Verification

Your application was selected for review in a process called "Verification". In this process, the financial aid office will compare information from your FAFSA with your 2021 IRS tax information. The law gives the college the right to ask you for this information before awarding financial aid. If there is a difference between your FAFSA and the information you list on this form, the college will make a correction to your FAFSA electronically. The financial aid office cannot process your financial aid application without this information. **Complete all sections with BLACK ink. If a section does not apply to you write "NA". Return this form as soon as possible, preferably 6 weeks prior to the start of the quarter you plan to begin attending. Please note: it takes a minimum of 3-6 weeks to process financial aid from the date your file is complete and all required documents have been submitted.**

Return this form to: LCC Financial Aid Office Phone: 360-442-2390  
1600 Maple St. / P.O. Box 3010 Fax: 360-442-2379  
Longview, WA 98632

**Step 1: Student Information**

FAO Use: \_\_\_\_\_

<b>Last Name:</b> _____	<b>First Name:</b> _____	<b>MI:</b> _____
<b>LCC ID #:</b> _____	<b>Email Address:</b> _____	

**Step 2: Family Information**

FAO Use: \_\_\_\_\_

**You are an independent student if you were not required to provide parental information on the FAFSA.**

List the people in your household including:

- yourself and your spouse if you have one, and
- your children, if you will provide more than half of their support from July 1, 2023-June 30, 2024, even if they do not live with you, or if the child would be required to provide your information as the parent if they were applying for Federal Student Aid, and
- 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 from July 1, 2023-June 30, 2024.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member, excluding your parent(s), who will be attending college at least half-time between July 1, 2023 and June 30, 2024, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College	Will be Enrolled at least Half Time (Yes or No)
		<i>Self/Student</i>	<i>Lower Columbia College</i>	

**Step 3: Student/Spouse – Tax and Income Information**

FAO Use: \_\_\_\_\_

3A. These requirements apply to both the student and current spouse, in the household. Check applicable boxes below.

I/spouse used the IRS Data Retrieval Tool (DRT) when submitting the FAFSA and did not change the numbers. You are not required to submit an IRS Tax Transcript and W2's.

I/spouse did not use the DRT and have attached:

a signed copy of my 2021 IRS Tax form 1040 and Schedules 1, 2, and 3, if filed, that was sent to the IRS

OR

a copy of my 2021 IRS Tax Transcript and Schedules 1, 2, and 3, if filed, that was received from the IRS. You are not required to submit W2's.

I/spouse will not file and are not legally required to file a 2021 IRS Income Tax Return per IRS rules:

List your/your spouse's employers(s), all income received in 2021 below, and

Attach all of your/your spouse's 2021 W2's received, and

Attach IRS Verification of Non-filing status (independent students only). If your/your spouse's income exceeds the threshold required by law to file, you are required to file a tax return before we can process your financial aid.

Employer's Name	IRS W2 Provided (Yes or No)	Amount Earned in 2021
		\$
		\$
		\$

3B. Rollovers of IRA's, Pensions, and Annuities: If you or your spouse's employment ended, you may have had the option to "roll over" your 401k or retirement plan to a personal IRA or Roth IRA, pension, or annuity plan. The rollover amounts should not be counted as income or untaxed income on the FAFSA. We calculate the amount of rollover by using the difference between 4a and 4b of IRS Form 1040. Does your 2021 IRS Form 1040 Line 4a include a rollover of an IRA, Pension, or Annuity?

Yes

No

Amount from line 4a \$ \_\_\_\_\_ Amount from line 4b \$ \_\_\_\_\_

Amount from line 5a \$ \_\_\_\_\_ Amount from line 5b \$ \_\_\_\_\_

**Step 4: Sign the worksheet**

By signing this worksheet, I (we) certify that all information reported on this worksheet is complete and correct. The student must sign and date. **Warning: if you purposely give false or misleading information you may be fined, be sentenced to jail, or both.**

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

\_\_\_\_\_  
Date

# IRS Instructions

## Tax Filers

You may be able to import your IRS information directly into your FAFSA using the Data Retrieval Tool (DRT). If you are able to import your IRS information directly into your FAFSA, you are not required to submit a signed IRS Tax form 1040 and Schedules 1, 2, and 3, if filed, to the LCC Financial Aid Office. If you have already submitted your FAFSA, you may still be able to import your IRS information by logging back into your FAFSA, click the Financial Information Tab and follow the on-screen instructions to transfer your IRS information into your FAFSA.

## Using the Internal Revenue Service (IRS) Data Retrieval Tool When Completing a FAFSA

1. What is the IRS Data Retrieval Tool (DRT)?
  - The DRT allows students and parents to retrieve their tax information from the IRS, if a tax return was filed, and avoid manually entering this information on the FAFSA.
  - Students and parents of dependent students will need to retrieve their IRS information separately when completing the FAFSA.
2. Why should I use the DRT?
  - Using the DRT will shorten the amount of time it will take you to complete your FAFSA.
  - Students and/or parents who import their tax data are NOT required to provide a copy of their IRS Tax Return Transcript for verification. This simplifies the verification process and allows the financial aid office to award students much quicker.
3. Can anyone use the DRT? No, the DRT is not available in the following situations:
  - The student/parent is married and either the student/parent or his/her spouse filed as Married Filing Separately or Head of Household.
  - The parents' marital status is "Unmarried and both legal parents living together."
  - The student/parent filed a Puerto Rican or foreign tax return.
  - Taxes filed within the last three weeks, if filing electronically, or 6-8 weeks after filing by paper/mail. It could take longer depending on peak IRS processing times.
4. I or my parents was unable to use the DRT, what do I do now?
  - You/your spouse and/or parents must enter your income information manually, AND
  - Per Department of Education rules, you/your spouse and/or parents are required to provide a copy of your IRS Tax Transcript (not account transcript) for verification.

## Obtaining a copy of your Tax Information

If you are unable to locate a copy of your IRS Tax Form 1040 and Schedules 1, 2, and 3 that were sent to the IRS you must request an IRS Tax Transcript. To request an IRS Tax Transcript or Statement of non-filing for parents and independent students who did not file (this is not required for dependent students)

- Visit the [IRS website](http://www.irs.gov) at [www.irs.gov](http://www.irs.gov) and click on "Get a Tax Transcript", OR
- Complete IRS Form 4506-T available on the [IRS website](http://www.irs.gov) at [www.irs.gov](http://www.irs.gov) and mail or fax per form instructions, OR
- Call the IRS toll free at 1-800-829-1040.