



### Verification Instructions:

Your FAFSA (Free Application for Federal Student Aid) was selected by the U.S. Department of Education for a review process called **verification**.

You have **two options** for completing the Verification worksheet.

1. **Print:** Print the Verification Worksheet, complete, provide signatures and return to the Financial Aid Office  
**Mail: Lake Erie College**  
**Financial Aid Office, College Hall 107**  
**391 W Washington St**  
**Painesville, OH 44077**  
  
**Email: [finaid@lec.edu](mailto:finaid@lec.edu)**  
  
**FAX: 440-375-7103**
  
2. **Electronically:** Complete the Verification Worksheet electronically by **selecting the link located on page 4 of this Verification Worksheet**. Please review all of the pages first before opening the link.
  - Once you open the link, you will be instructed to log in by providing your name and email and your parent name and email – if you are a dependent student.
  - You will be directed to a DocuSign Powerform that looks exactly like the Verification Worksheet you reviewed.
  - **Please do not select the link more than once.**
  - Dependent students, please be sure to complete **all of the household information** in Part 1. **Make sure to include parent/guardians and any siblings.**
  - Your parent will receive this form once you indicate their email when you complete the log in information. They will be able to complete their income information and sign.
  - Once you open a Verification Worksheet electronically, you will be sent reminders on a regular basis to complete it.
  - Upon completion, the signed Verification worksheet will be available to the Financial Aid office and ready for review.

## 2021-2022 DEPENDENT STUDENT VERIFICATION (V1) WORKSHEET

Your FAFSA (Free Application for Federal Student Aid) was selected by the U.S. Department of Education for a review process called **verification**. If there are any differences between your application and your financial documents, corrections will be made by the Financial Aid Office and sent to the federal processor. We must review the requested information under financial aid program rules (34CFR, Part 668). **Please submit this form and the requested documentation to the Financial Aid office within 30 days.** See the last page if you have special tax filing circumstances.

**We cannot process your financial aid until the verification process is complete.**

### Student Information

Student's Name (Please print) \_\_\_\_\_

LEC Student ID Number \_\_\_\_\_

### 1. Number in Household and Number in College (Required)

Number of Household Members: List below the people in the parents' household.

**Include:**

- Yourself -the student
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2021, through June 30, 2022, or if the other children would be required to provide parental information if they were completing a FAFSA for 2021–2022. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people 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, 2022.

College of other family members: Also include in the space below information about any household member, *excluding the parents*, who 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, 2021, and June 30, 2022, and include the name of the college.

Full Name	Age	Relationship to student (mother, father, sibling...)	College of enrolled children	Will be Enrolled at least ½ time? Yes or No
		Self	Lake Erie College	

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

## 2A. Income Information for Tax Filers (Only complete if student and/or parent filed taxes)

If the student and/or parent(s) of dependent student filed a 2019 Federal Income tax return(s) we must have documentation of your filing. If the parent(s) and/or student did not file taxes, please continue on to the next page (2B. Income Information for Nontax Filers).

**The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of the FAFSA on the Web at FAFSA.gov.** In most cases, no further documentation is needed to verify 2019 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

i. **Indicate the method of how federal tax information will be provided:**

Student                  Parent(s)

                                   **HAS USED the IRS Data retrieval on the FAFSA application**

- If the parents filed separate 2019 IRS income tax returns, the IRS DRT cannot be used and the **2019 IRS Tax Return Transcript(s)** or copies of **2019 Federal tax returns** must be provided for each parent.

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                                   **HAS NOT YET USED the IRS Data retrieval tool on the FAFSA application, but will use the tool to transfer 2019 IRS income tax return information into the FAFSA.**

ii. **If you did not use the IRS Data Retrieval on the FAFSA application, submit either:**

                                   **2019 IRS Tax Return Transcript** from [www.irs.gov](http://www.irs.gov)

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                                   **An ink *SIGNED* copy of your 2019 Federal Tax Return submitted to the IRS (do not submit state tax returns)**

**A 2019 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 10 business 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 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

**Please write the student's name on top of submitted items.**

**2B. Income Information for Nontax Filers (Only complete if student and/or parent did not file taxes)**

**Student:**

Complete this section if the student will not file and is not required to file a 2019 income tax return with the IRS.

**Check the box that applies:**

The student was not employed and had no income earned from work in 2019. (If this is checked, you do not need to put any more information in the student table below).

The student was employed in 2019 and have listed below the names of all employers, the amount earned from each employer in 2019.

**Submit copies of all 2019 IRS W-2 forms issued to the student by their employers.** List every employer even if the employer did not issue an IRS W-2 form.

<b>Student Employment Information</b>		
Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2019
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

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

**Parent(s) of Dependent Student:**

Complete this section if the parent(s) in the household will not file and are not required to file a 2019 income tax return with the IRS.

**Check the box that applies:**

Neither parent was employed nor neither had income earned from work in 2019.

**Submit 2019 W-2 forms:** One or both parents were employed in 2019 and have listed below the names of all employers, the amount earned from each employer in 2019. **Provide copies of all 2019 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.

**Submit a Non-filer letter:** Request documentation from the IRS or other relevant tax authority dated on or after October 1, 2019 that indicates a 2019 IRS income tax return was not filed with the IRS or other relevant tax authority.

How to Obtain a Verification of Nonfiling (VNF)  
Online: [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript)  
Phone: 1-800-908-9946  
Mail: IRS Form 4506-T

----- **OR** -----

In the event you have not been successful in obtaining Verification of Non-filing (VNF) from the IRS please provide a signed statement below that you attempted to obtain a VNF and were unable:

Signed: \_\_\_\_\_

<b>Parent(s) Employment Information</b>		
Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2019
Total Amount of Income Earned From Work		\$

## Certification and Required Signatures (Required)

Each person signing below certifies that all of the information reported is complete and correct. Warning: If you purposely give false or misleading information, you may be fined, sent to prison, or both by the U S Department of Education.

\_\_\_\_\_ Date: \_\_\_\_\_  
Student (required)

\_\_\_\_\_ Date: \_\_\_\_\_  
Parent (required)

[Click Here to electronically submit my Verification Worksheet.](#)

### Unusual Tax Filing Circumstance:

Follow the instructions below if you experience an unusual tax filing circumstance:

#### Individuals Granted a Filing Extension by the IRS

An individual who is required to file a 2019 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2019, must provide:

- A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2019;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2019;
- Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2019;
- A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2019 and,
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2019.

#### Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2019 must provide a signed copy of the 2019 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:

- IRS DRT information on an ISIR record with all tax information from the original tax return; or
- A **2019 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified.

#### Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.