



Dependent Student

Your 2020-2021 Free Application for Federal Student Aid (FAFSA) was selected for a process called verification. The law states that colleges must verify the information you and your parent(s) report on the FAFSA before federal student aid is disbursed. To verify that you provided correct information, financial aid administrators 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 corrections and could affect the student federal eligibility. You and at least one parent who filed your FAFSA must submit this completed signed worksheet with any required documents to the Colorado College Financial Aid Office. We may ask for additional information. If you have questions about verification, please contact the Colorado College Financial Aid Office by email at [financialaid@coloradocollege.edu](mailto:financialaid@coloradocollege.edu) or 719.389.6651 as soon as possible so the disbursement of your financial aid will not be delayed.

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**A: Student Information**

Student's Last Name, First Name, M.I.: \_\_\_\_\_ CC ID #: \_\_\_\_\_

Student's Home Street Address  
(include apt. #) : \_\_\_\_\_ DOB MM/DD/YYYY: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home Phone Number  
(include area code): \_\_\_\_\_ Alternate or Cell  
Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

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**B: Dependent Student's Family Information**

Number of Household Members: In the space provided, list the people in the parents' household.

**Include:**

- The student.
- The parents (including a step parent) 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, 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.
- 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, 2021.
- Number in College: Include 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, 2020, and June 30, 2021, and include the name of the college.

Full Name <i>Example: Cutler Hall</i>	Age <i>Example: 20</i>	Relationship <i>Example: Sister</i>	Will be attending college at least half time in 2020-21? (Yes or No)	Name of College <i>Ex: State University</i>	Undergraduate or Graduate <i>Ex: Undergraduate</i>

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

**Note:** We may require additional documentation if we have reason to believe that the information regarding the secondary educational institutions is inaccurate.

**C: Student’s Income Information to Be Verified**

Have you or will you be required to file a 2018 U.S. Federal Tax Return?

**Yes: Skip to Section D**

We will need to verify your income by you either using in the IRS Data Retrieval Tool or submitting a copy of your 2018 IRS Tax Return Transcript to the Colorado College Financial Aid Office. Specific instructions are included on the “Instructions for Tax Filers” form on the Colorado College Financial Aid Office website and on page 4 of this form.

**No:** Complete this section if the student will not file and is not required to file a 2018 income tax return with the IRS. Student will need to complete a non -filing statement (available on the forms page) and submit completed form to the Office of Financial Aid.

**Check the one box that applies:**

- The student was not employed and had no income earned from work in 2018.
- The student was employed in 2018. Please complete the table below and attach copies of all 2018 IRS W-2 forms issued to the student by employers. List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student’s name and Colorado College ID Number at the top.

Employer's Name	2018 Amount Earned	IRS W-2 Attached?
<i>Grandpa J's Diner (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>
<b>Total Amount of Income Earned From Work</b>		\$

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2018 IRS income tax return was not filed with the IRS or other relevant tax authority.

- Check here if confirmation of non-filing statement is provided.
- Check here if confirmation of non-filing statement will be provided later.

**D: Parent's Income Information to Be Verified**

Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

**Have you or will you be required to file a 2018 US. Federal Tax Return in?**

- Yes:** Skip to Section E and we will need verify your income by you either using in the IRS Data Retrieval Tool or submitting a copy of the 2018 IRS tax return transcript to the Colorado College Financial Aid Office. Specific instructions are included on the "Instructions for Tax Filers" form on the Colorado College Financial Aid Office website and on page 4 of this form.
- No:** Complete this section if the parent(s) will not file and is not required to file a 2018 income tax return with the IRS. Confirmation of non-filing status is REQUIRED from the IRS. Form 4506-T must be completed and mailed to the IRS with Box 7 marked. The response must be submitted to CC.

**Check the box that applies:**

- The parent(s) was not employed and had no income earned from work in 2018.
- The parent(s) was employed in 2018. Please complete the table below and attach copies of all 2018 IRS W-2 forms issued to the parent(s) by employer(s). List every employer even if an IRS W-2 form was not issued.

Employer’s Name	2018 Amount Earned	IRS W-2 Attached?
<i>MJ &amp; CJ Ski Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

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**E: Certification and Signatures (student and one parent must sign & date this form)**

I certify that all of the information reported on all pages of this verification worksheet is complete and accurate.

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Print Student’s Name

Date

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Student’s Signature

Date

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Parent’s Signature

Date

**Warning:**

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

All sections must be completed. If not, the document will be considered incomplete!

**Submit this worksheet to:**

Financial Aid Office, Colorado College, 14 E. Cache La Poudre, Colorado Springs, CO 80903

If you do not have a copy of the filed tax return 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 10 business days from the IRS's receipt of the onlinerequest.
- 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.