

Your FAFSA application has been selected for a process called verification. Please complete all parts of this worksheet and return to the Financial Aid Office. Notice: incomplete forms may delay processing.

A. Student Information

Student's Name: _____ Date of Birth _____ CCC ID: _____

B. Household Information – List the members in your household. Attach an additional sheet if necessary.

Please include: yourself and your spouse (if legally married), your children/step-children, if you will provide more than half of their support between July 1, 2023 and June 30, 2024, even if they do not live with you, and other people if they now live with you and you provide more than half of their support and you will continue to provide more than half of their support between July 1, 2023 and June 30, 2024.

Full Name	Relationship to Student	Age	Enrolled in College at least half-time (check one)		College
	Self				Clackamas Community College
	<input type="checkbox"/> Spouse		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Child/other:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Child/other:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Child/other:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Child/other:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

C. Federal Tax Return Filing Status – Student (and Spouse, if married). Please select the appropriate response.

- I filed my 2021 return and successfully used the IRS Data Retrieval Tool via the FAFSA. **Tax transcript not required.**
- I filed my 2021 return and chose not to or, I am unable to use the IRS Data Retrieval Tool. **Submit: Copy of 2021 (signed) Tax Return and Schedules 1, 2 & 3 or Tax Return Transcript.** If married and you and your spouse filed separate 2021 Income Tax Returns, **submit: Copy of 2021 (signed) Tax Returns and Schedules 1, 2 & 3 or Tax Return Transcripts for both you and your spouse.**
- I amended my taxes after originally filing my 2021 return and will submit:
 - Copy of 2021 (signed) Tax Return, and Schedules 1, 2 & 3 or Tax Return Transcript
 - 2021 (signed) IRS 1040X form
 - If married and you filed separate 2021 Income Tax Returns, you must submit signed copies of Tax Returns and Schedules 1, 2 & 3 or Tax Return Transcripts and Signed IRS 1040X form for both you and your spouse.
- I will not and am not required to file a federal tax return. I was not employed and earned no income from work in 2020. **Submit: 2021 IRS Verification of Non-filing Letter**
- I will not and am not required to file a federal tax return. The source(s) and amounts of income are listed below:
Submit: 2021 IRS Verification of Non-filing Letter

Employer's Name	2021 Earned Amount	IRS W-2/1099 Attached	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

*IRS Verification of Non-Filing Letters can be requested by checking box 7 and 8 (if no W-2s provided) on [IRS Form 4506-T](#). **Notice:** 2021 IRS Verification of Non-Filing Letters must be dated on or after October 1, 2022.

D. Certification and Signatures – Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student whose information was reported on the FAFSA must sign and date. Warning! If you purposely give false or misleading information you may be fined, sentenced to jail, or both.

Student Signature: _____ Date _____

Spouse Signature: _____ Date _____
(optional)

This worksheet must be signed and dated to be valid. Electronic and/or digital signatures are not valid.

Verification is a process that compares the information you reported on your FAFSA to federal income tax and other information. It is important to know that your selection for verification does not necessarily mean that there is incorrect information on your FAFSA. The Department of Education selects students for verification randomly, and schools like Clackamas Community College (CCC) are required to complete the review before awarding financial aid.

If you are selected for verification, CCC will request documentation from you necessary to complete the verification process.

To be eligible for most types of financial aid, verification must be completed before the end of the term for which you are applying for financial aid so the financial aid offer can be created, accepted and loans originated with the US Department of Education. However, if you are eligible for the Federal Pell Grant, the deadline for completing verification for the Federal Pell Grant only is 120 days after the end of the term for which you are applying for financial aid. There is a final deadline for Pell grant payments in September 2021 that has not been published by the US Department of Education at the time of this publication. Failure to submit all verification materials by these deadlines will result in no financial aid being awarded to you and you will be responsible for any balance incurred at CCC. See Financial Aid Deadlines Calendar.

To ensure timely disbursement of your financial aid, we recommend that you submit all documentation to us as early as possible, but no later than the following dates:

Term	Recommended Timeline	Term	Recommended Timeline
Summer Term 2023		Winter Term 2024	September 25, 2023
Fall Term 2023	June 26, 2023	Spring Term 2024	January 8, 2024

Verification begins with our office collecting a few forms and tax documents from you, and possibly your family, to confirm the information reported on your FAFSA. All information collected by our office is stored electronically with restricted access to ensure your information is private and secure throughout the review process.

As we continue the process, our staff may need additional or follow-up information from you. This is normal and may simply be the result of unclear or conflicting information that requires resolution. Because each student is unique, we never know exactly what each verification will entail until we begin reviewing your documents. These requests are made through Self-Service and your myClackamas student email, so please check your account frequently.

If you have unique tax situations such as having a current extension to file your 2021 taxes, you filed an amended 2021 tax return, you are a victim of IRS tax-related identify theft that impacted your 2021 taxes or you file a tax return in a country other than the US, please contact our office at finaid@clackamas.edu for additional guidance.

To obtain a copy of your **Tax Return Transcript** or **Verification of Non-Filing Letter** go to www.irs.gov.

If you are having issues with this process contact us at finaid@clackamas.edu for other options.