



Verification Instructions

Your 2021-2022 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification" (CFR Title 34, Part 668). The law says that before awarding Federal Student Aid, your school must confirm the information you and your parents reported on your FAFSA. Your school will be comparing information from your application with copies of you and your parent's 2019 IRS Tax Return Transcripts, or 2019 Federal Income Tax Return [Form 1040, 1040A or 1040EZ] or with W-2 forms or other financial documents. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Financial Aid Office at your school. The law says that your school has the right to ask you for this information before awarding financial aid. If there are differences between your application information and your financial documents, you or your school may need to make corrections electronically. If you have questions about verification, contact the school's Financial Aid Office as soon as possible so that processing will not be delayed. **Please Note: Any verification documents with missing or incomplete information cannot be processed. An e-mail will be sent to the address listed on your FAFSA regarding additional information needed.**

WHAT YOU NEED TO DO:

Go to www.klamathcc.edu, my KCC, Financial Aid Status, 2021/2022 "What is Needed to Complete Application Processing/Message Board." Based on the type of verification you were chosen for, you might be required to submit one or more of the following:

- A completed, signed and dated **Verification Worksheet**.
- Federal tax return filers: 2019 IRS Tax Return Transcript(s) or 2019 Federal Income Tax Return [Form 1040, 1040A or 1040EZ] unless your data comes directly from the IRS Data Retrieval Tool. KCC strongly recommends that you use the **IRS Data Retrieval Tool** when possible.
- Non-tax return filers: Copies of all 2019 W-2's for Income Earned from Work and 1099G for Unemployment benefits that were taxed.
- High School Verification form (follow instructions on the form)
- Identity/Statement of Education Purpose form (follow instructions on the form)
- Verification of Untaxed Income form (follow instructions on the form)
- Additional Income Information for Verification form (follow instructions of the form)

WHAT YOU NEED TO KNOW:

If IRS Tax Return Transcript(s) are required and you are unable to use the IRS Data Retrieval Tool and you are

>> **a Dependent Student**, we need:

- Your IRS Tax Return Transcript or signed tax return.
- Your parent(s) IRS Tax Return Transcript(s) or signed tax return – If, at the time the 2021/2022 FAFSA was signed, the parent who signed it was: Married or living with your biological/adoptive parent, regardless of gender – Submit Parent 1 (father/mother/stepparent's) and Parent 2 (father/mother/stepparent's) joint IRS Tax Return Transcript or both of their separate IRS Tax Return Transcripts. Separated, Divorced, or Widowed – Submit that parent's IRS Tax Return Transcript. (Note: If a joint return was filed, W-2's and 1099's are also required so income can be separated.)

>> **an Independent Student**, we need:

- Yours – If separated/divorced/widowed when the 2021/2022 FAFSA was signed and you filed a joint return, submit a copy of the joint IRS Tax Return Transcript with all W-2's and 1099's
- Spouse – If married when the 2021/2022 FAFSA was signed, submit your joint IRS Tax Return Transcript or both separate IRS Tax Return Transcripts.

Your options for obtaining a free IRS tax return transcript are:

- AT www.irs.gov click on "Get Transcript of Your Tax Records." You have two options: Get Transcript ONLINE or Get Transcript by MAIL. Make sure to request "Tax Return" and **not** "Tax Account." If ordering by mail, allow 5-10 business days for them to be mailed to your exact address of record. The IRS will only allow you to request one return transcript by mail so keep your originals.
- If moved since filed, use form 4506-T from www.irs.gov.

If you amended your return, provide both of the following:

- A signed copy of a **2019 IRS Tax Return Transcript or the original 2019 IRS income tax return that was filed with the IRS**; AND
- A signed copy of the 2019 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

Individuals Who Were Victims of IRS Identity Theft:

- A victim of IRS identity theft who is not able to obtain a **2019 Tax Return Transcript** or use the IRS DRT must contact the IRS at 1-800-908-4490. Upon authentication of the tax filer’s identity, the IRS will provide, by U.S. Postal Service, a printout of the tax filer’s 2019 IRS income tax return information.

Individuals Who Filed Non-IRS Income Tax Returns:

- An individual filed or will file a 2019 income tax return with Puerto Rico, another U.S. territory (for example, Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, must provide a signed copy of that 2018 income tax return(s).

If you are asked to verify Household Size on the **Verification Worksheet** and you are:

>> **A Dependent Student**, include in your parent(s) household. *

- Yourself,
- Your parents, even if you don’t live with your parents,
- Your parent’s other children if:
 - Your parents will provide more than half of their support from 7/1/21 through 6/30/22, or
 - The children could answer “no” to every question in Step Three of the FAFSA, and
- Other people if they now live with your parents, your parents provide more than half of their support and your parents will continue to provide more than half of their support from 7/1/21 through 6/30/22.
- The number in college should be those in your parent’s household who will be at last half time in a program of study that leads to a college degree or certificate. **Always count yourself – DO NOT include your parents.**

**Parent’s Household: If your legal parents (biological and/or adoptive) are living together (married or not), include both, regardless of their gender. If your parent is widowed or single, include that parent. If your widowed parent is remarried as of today, include that parent and your stepparent. If your parents are divorced or separated, include the parent you lived with more during the past 12 months. If you did not live with one parent more than the other, include the parent who provided more financial support during the past 12 months or during the most recent year that you received support from a parent. If this parent was remarried as of the date you signed the FAFSA, include that parent and your stepparent. (Grandparents, aunts and uncles are not considered parents unless they have legally adopted you).*

>> **an Independent Student**, include in your household:

- Yourself
- Your spouse
- Your children, if you will provide more than half of their support from 7/1/21 through 6/30/22, 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 from 7/1/21 through 6/30/22.
- The number in college should be those in your household who will be attending college at least half-time in a program of study that leads to a college degree or certificate. **ALWAYS COUNT YOURSELF.**

Submit all items requested and direct any financial aid questions as follows:

Mailing Address:

Klamath Community College
Financial Aid Office 7390
South 6th Street
Klamath Falls, OR 97603

Telephone: (541) 880-2352

Fax: (541) 880-2250

Email: FinAid@klamathcc.edu