

# Kodiak Corner/Student Financial Services

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## Income Verification Worksheet 2023-2024 (DEPENDENT)

Your 2023–2024 Free Application for Federal Student Aid (FAFSA) has been selected for review in a process called verification. The law says that before awarding Federal Student Aid, Cascadia must confirm the information you reported on your FAFSA. To verify that you provided correct information, Cascadia 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 to be corrected. Cascadia may ask for additional information. To prevent your aid from being delayed, complete and sign this worksheet, attach any required documents, and submit the form and other required documents to Cascadia's Student Financial Services office as soon as possible.

**IMPORTANT:** In addition to this worksheet, income verification is required. Every student/spouse will need to do one of the following:  
1) Use the IRS Data Retrieval process through the FAFSA (see instructions on next page to make correction) –or– 2) Submit an official Tax Return Transcript or a signed and dated copy of the Income Tax Return. (See page 2 on how to obtain an IRS Tax Return Transcript).

### 1. Student Information

Last Name (print)

First Name

MI

Student ID #

### 2. Family/Household & College Information

List the people in your parents' household. Include:

☐ Yourself, even if you do not live with your parents

☐ Your parents (including a stepparent) -

- List both biological/legal parents if they live together, regardless of their marital status. If not living together, list the parent with whom you lived with most over the past 12 months. If you do not live with either parent, list the parent whom who provided the most financial support over the past 12 months. If this parent has remarried, step-parent's information/income must also be listed and provided.

☐ Your parents' other children/step-children, even if they do not live with your parents, **ONLY IF:**

- Your parents will provide more than half of their support between July 1, 2023, and June 30, 2024, or
- The other children would be required to provide parental information if they were completing a FAFSA.

☐ List other people, **ONLY IF:**

- They now live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2023 through June 30, 2024.

**IMPORTANT: When listing a household member, ALL FIELDS MUST BE COMPLETED**

| Full Name          | Age | Relationship             | College attending in 2023-2024 (half time or more)<br>Do NOT include if Running Start or college in high school programs |
|--------------------|-----|--------------------------|--------------------------------------------------------------------------------------------------------------------------|
| (example) John Doe | 18  | Brother                  | Kodiak University                                                                                                        |
|                    |     | Self                     | Cascadia College                                                                                                         |
|                    |     | Parent 1                 | – Not Applicable –                                                                                                       |
|                    |     | Parent 2 (if applicable) | – Not Applicable –                                                                                                       |
|                    |     |                          |                                                                                                                          |
|                    |     |                          |                                                                                                                          |
|                    |     |                          |                                                                                                                          |
|                    |     |                          |                                                                                                                          |

*\*ATTACH ADDITIONAL SHEET IF NEEDED\**

**Note:** We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

### 3. Student Tax Transcript and Income from Work

For a faster alternative to requesting the IRS Tax Return Transcript, you can correct your FAFSA online and use the IRS Data Retrieval Tool

Check the ONE box that applies:

- ☐ A. I have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2021 IRS income information to the FAFSA, either on the initial FAFSA or when making a correction
- ☐ B. I have attached, or already submitted, a copy of my 2021 IRS Tax Return Transcript – OR – attached a SIGNED and DATED copy of my 2021 Income Tax Return: Including Schedules 1, 2 and/or 3\* (if filed with your tax return)  
\*If you do not provide schedules 1, 2, and/or 3 along with your return, by signing this form you verify that you did not file these as part of your return
- ☐ C. I worked in 2021, but am not required to file a 2021 U.S. Income Tax Return  
\*Must attach copies of all 2021 W-2 forms received and complete section below
- ☐ D. I did not work in 2021

### 4. Parents' Tax Transcript and Income Earned from Work

For a faster alternative to requesting the IRS Tax Return Transcript, you can correct your FAFSA online and use the IRS Data Retrieval Tool

Check the ONE box that applies:

- ☐ A. My parents have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2021 IRS income information to the FAFSA, either on the initial FAFSA or when making a correction
- ☐ B. My parents have attached, or already submitted, a copy of the 2021 IRS Tax Return Transcript – OR – attached a SIGNED and DATED copy of my parents 2021 Income Tax Return: Including Schedules 1, 2 and/or 3\* (if filed with your tax return)  
\*If you do not provide schedules 1, 2, and/or 3 along with your return, by signing this form you verify that you did not file these as part of your return
- ☐ C. My parents worked in 2021, but is/are not required to file 2021 U.S. Income Tax Return  
\*Must attach copies of all 2021 W-2 forms received and complete section below
- ☐ D. My parents did not work in 2021. My parents have attached, or already submitted, a 2021 Verification of Non-Filing Letter from the IRS, dated on or after October 1, 2022

\*\*Please note: If your parents filed separate 2021 IRS income tax returns, the IRS Data Retrieval Tool cannot be used and the **2021 IRS Tax Return Transcript(s)** must be provided for each parent.

### 5. Student/Parents' Signature

I (we) understand that Cascadia College may request any documentation deemed necessary to process my file. By signing this form, I (we) certify that all the information reported to qualify for Federal Student Aid is complete and correct.

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail or both.**

Student: \_\_\_\_\_ Date: \_\_\_\_\_ Parent: \_\_\_\_\_ Date: \_\_\_\_\_  
Complete and return to [finaid@cascadia.edu](mailto:finaid@cascadia.edu). **IMPORTANT: Incomplete or incorrect forms will not be processed.**



#### Obtaining Tax Return Transcripts & Verification of Non-Filing Letters

To order and obtain online (in pdf format) or by mail (Transcripts arrive in 5 to 10 business days):

- [Visit the IRS website](#) and select "Get Transcript Online" or "Get Transcript by Mail"

To order by phone (Transcripts arrive in 5 to 10 business days): Call 1-800-908-9946

To order by paper form (Transcripts arrive in 5 to 10 business days, after your request is received):

- Complete IRS Form 4506T-EZ or IRS Form 4506-T

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