



# Kodiak Corner/Student Financial Services

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## Income Verification Worksheet 2024-2025 (INDEPENDENT)

Your 2024–2025 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 household. Include:

- ☐ Yourself
- ☐ Your Spouse, if you are married
- ☐ Your children, if any, include children who meet either of the following standards, even if they do not live with you, if:
- You will provide more than half of their **support** from July 1, 2024 through June 30, 2025, or
  - The child would be required to provide your information if they completed a 2024-2025 FAFSA
- ☐ List other people, **ONLY IF:**
- They now live with you and you provide more than half of their **support** and will continue to provide more than half of their support from July 1, 2024 through June 30, 2025.

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

Full Name	Age	Relationship
(example) John Doe	24	Spouse
		Self

\*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 / Spouse 2022 Tax Filer Information:

The FUTURE Act of 2019 requires the Department of Education to access the Federal Tax Information (FTI) of FAFSA applicants—and, where applicable, their parents and spouses—through a secure method. **Students/Spouse must provide their consent on the FAFSA for the IRS Direct Data Exchange of FTI; it is now a requirement for receiving federal student aid, even if the student or spouse did not file taxes for that year or did not have income.**

If the student/spouse does not provide consent on the FAFSA for the transfer of their information from the IRS, the student will not be eligible for federal student aid until the necessary consent is provided. If you did not provide consent on the FAFSA and would like to, please login to the FAFSA at [www.studentaid.gov](http://www.studentaid.gov) to submit a correction to the application.

**Check the appropriate boxes below for Student AND Spouse.**

*To request a 2022 Tax Return Transcript, see below for options to Obtaining Tax Return Transcripts.*

STUDENT – Tax Transcript	SPOUSE – Tax Transcript
<input type="checkbox"/> I filed a 2022 IRS Tax Return and used the IRS Direct Data Exchange on the FAFSA.	<input type="checkbox"/> I am attaching my spouse's 2022 IRS Tax Return Transcript because we filed separately, and it did not transfer.
<input type="checkbox"/> I filed a 2022 IRS Tax Return <b>BUT</b> I was unable to use the IRS Direct Data Exchange on the FAFSA. <b>**Must attach 2022 IRS tax return transcript or a signed copy of the 2022 federal tax return</b>	<input type="checkbox"/> My spouse and I married after filing a 2022 Tax Return. <b>**Must submit a 2022 Tax Return Transcript for both student and spouse.</b>
<input type="checkbox"/> I did not and will not file a 2022 IRS Tax Return. <b>Please answer Section 4.</b>	<input type="checkbox"/> I did not and will not file a 2022 IRS Tax Return. <b>Please answer Section 4.</b>

### 4. Student / Spouse 2022 Non-Tax Filer Information:

STUDENT – Income from Work	SPOUSE – Income from Work																
<input type="checkbox"/> I did not work in 2022 and did not file a 2022 IRS Tax Return.	<input type="checkbox"/> My spouse did not work in 2022 and did not file a 2022 IRS Tax Return.																
<input type="checkbox"/> I worked in 2022 but did not file a 2022 IRS Tax Return AND I am not required to file a 2022 Tax Return. <b>**Must list all income earned and attach copies of <u>all</u> 2022 W-2 forms received or equivalent document.</b>	<input type="checkbox"/> My spouse worked in 2022 but did not file a 2022 IRS Tax Return AND are not required to file a 2022 Tax Return. <b>**Must list all income earned and attach copies of <u>all</u> 2022 W-2 forms received or equivalent document.</b>																
<table border="1"><thead><tr><th>Employer/Source of Income</th><th>Earnings/Income</th></tr></thead><tbody><tr><td></td><td>\$</td></tr><tr><td></td><td>\$</td></tr><tr><td></td><td>\$</td></tr></tbody></table>	Employer/Source of Income	Earnings/Income		\$		\$		\$	<table border="1"><thead><tr><th>Employer/Source of Income</th><th>Earnings/Income</th></tr></thead><tbody><tr><td></td><td>\$</td></tr><tr><td></td><td>\$</td></tr><tr><td></td><td>\$</td></tr></tbody></table>	Employer/Source of Income	Earnings/Income		\$		\$		\$
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### 5. Student / Spouse 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: \_\_\_\_\_ Spouse: \_\_\_\_\_ Date: \_\_\_\_\_

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

Cascadia College is an equal opportunity institution and does not discriminate. See full statement at [www.cascadia.edu/nondiscrimination](http://www.cascadia.edu/nondiscrimination).



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

### **To order and obtain 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.

### **To order and obtain by Mail –** (Transcripts arrive generally 10 business days from the IRS's receipt of the online request)

- 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.

### **To order by Telephone –** (Transcripts arrive generally 10 business days from the IRS's receipt of the telephone request)

- Call 1-800-908-9946 Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.

### **To order by Paper Request Form –** (Transcripts arrive generally 10 business days from the IRS's receipt of the form)

- Complete IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is general