2024-2025 Verification Worksheet Non-Filers Income Verification

The student's 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we must ask you to confirm the information reported on your student's FAFSA. To verify that the information is correct the financial aid administrator at Alamance Community College will compare your student's FAFSA with the information on this worksheet and with any other required documents. If there are differences, the student's FAFSA information may need to be corrected. 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 Alamance Community College. Alamance Community College may ask for additional information. If you have questions about verification, contact the Financial Aid Office as soon as possible so that your student's financial aid will not be delayed.

A. Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's Identification Number	
Student's Street Address (in	clude apt. no.)	Student's Date of Birth		
City	State	Zip Code	Student's Email Address	
Student's Home Phone Nun	ber (include area code)	Student's Alternate or Cell Phone Number		

A. Student/Spouse Income Information to Be Verified — Note: If a spouse was reported in Section A of this worksheet, the instructions and certifications below refer and apply to both student and spouse.

2. **DID NOT FILE TAX RETURN** — Complete this section if the student and or spouse will not file and <u>is not required</u> to file a 2022 income tax return with the IRS.

Check the box that applies:

The student was not employed and had no income earned from work in 2022.

The spouse was not employed and had no income earned from work in 2022.

The student and/or spouse was employed in 2022 and has listed below the names of all the student and/or spouse employers, the amount earned from each employer in 2022, and whether an IRS W-2 form is attached. Attach copies of all 2022 IRS W-2 forms issued to the parent(s) by employer(s). *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 Student ID Number at the top.*

Employer's Name	2022 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00 (example)	Yes (example)

Student's ID Number

- **B.** 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.
 - 2. **DID NOT FILE TAX RETURN** Complete this section if the student's **parent**(s) will not file and <u>is not required</u> to file a 2022 income tax return with the IRS.

Check the box that applies:

The parent(s) was not employed and had no income earned from work in 2022.

The parent(s) was employed in 2022 and has listed below the names of all the parent's employers, the amount earned from each employer in 2022, and whether an IRS W-2 form is attached. Attach copies of all 2022 IRS W-2 forms issued to the parent(s) by employer(s). *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 Student ID Number at the top.*

Employer's Name	2022 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00 (example)	Yes (example)

C. Certification and Signatures

When signing this worksheet you certify that all of the information reported on it 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.

I/We have attempted to obtain the VNF from the IRS or other tax authorities and was unable to obtain the required documentation; and has not filed and is not required to file a 2022 income tax return.

Student's Signature

Spouse's Signature

Parent's Signature

Date

Date

Date

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school. <u>financialaid@alamancecc.edu</u> or fax: 336-506-4264

You should make a copy of this worksheet for your records.