



# 2022-2023 Verification Worksheet - V1

3028 Lindbergh Ave. Bellingham, WA 98225 • (360)752-8351 • fax (360)752-7151 • FinAid@btc.edu

## Student Information

Last Name
  First Name
  ctcLink ID

Previous Last Name(s)
  Email Required (Email is the default communication method)

**Instructions:** Complete either the Dependent Student or the Independent Student sections of this form. You are a Dependent student if you provided parental information on your FAFSA. You are an Independent student, if you did NOT provide parental information on your FAFSA.

## Household Information (if necessary, attach separate, signed and dated sheets)

<input type="checkbox"/> Dependent Student	<input type="checkbox"/> Independent Student
<p><b>Please list the following people in the table below:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yourself (student)</li> <li><input type="checkbox"/> Your parent(s)                             <ul style="list-style-type: none"> <li>• List both legal parents (biological or adoptive) if they live together, regardless of marital status or gender.</li> <li>• If your legal parents (biological or adoptive) are divorced/separated, list the parent you lived with most in the last year. If you lived with each parent equally, list the parent who provided more financial support in the last year.</li> </ul> </li> <li><input type="checkbox"/> Your parent(s) other children who live with the parent(s) listed below or if the parent(s) provide more than half of their support from July 1, 2022-June 30, 2023.</li> <li><input type="checkbox"/> Other people who live with the parent(s) listed below or if the parent(s) provide more than half of their support from July 1, 2022-June 30, 2023.</li> </ul>	<p><b>Please list the following people in the table below:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yourself (student)</li> <li><input type="checkbox"/> Your spouse, if you are married</li> <li><input type="checkbox"/> Your (and your spouses') children, if you will provide more than half of their support from July 1, 2022-June 30, 2023.</li> <li><input type="checkbox"/> Other people, who live with you and for whom you provide more than half of their support from July 1, 2022-June 30, 2023.</li> </ul>

Full Name	Date of Birth	Relationship	College	Enrolled at least half-time between 07/01/22 - 06/30/23
<i>Chris Park (example)</i>	<i>01/28/76</i>	<i>Spouse</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>	<i>Bellingham Technical College</i>	

FBH029	Office Use Only
--------	-----------------

**Tax and Income Information (see instructions for providing tax information on the next page)**

<input type="checkbox"/> <b>Dependent Student</b>			<input type="checkbox"/> <b>Independent Student</b>		
<p><b>1. Did you (the student) file a 2020 Federal Tax Return?</b> <i>Select only one option below.</i></p> <p><input type="checkbox"/> <b>Yes.</b> I imported my 2020 tax information into the FAFSA using the IRS Data Retrieval Tool (DRT).</p> <p><input type="checkbox"/> <b>Yes.</b> A <b>SIGNED</b> copy of my 2020 Federal Tax Return(s) OR my 2020 IRS Tax Return Transcript(s) is attached.</p> <p><input type="checkbox"/> <b>No.</b> I was not employed and had no income in 2020.</p> <p><input type="checkbox"/> <b>No.</b> I had income but did not file a 2020 IRS Federal Tax Return and was not required to file.</p> <ul style="list-style-type: none"> <li>• Copies of all 2020 W-2 forms are attached and I have listed employers and income below.</li> </ul> <p><b>2. Did your parent(s) file a 2020 Federal Tax Return?</b> <i>Select only one option below.</i></p> <p><input type="checkbox"/> <b>Yes.</b> My parent(s) imported their 2020 tax information into the FAFSA using the IRS Data Retrieval Tool (DRT).</p> <p><input type="checkbox"/> <b>Yes.</b> A <b>SIGNED</b> copy of my parent(s) 2020 Federal Tax Return(s) OR their 2020 IRS Tax Return Transcript(s) is attached.</p> <p><input type="checkbox"/> <b>No.</b> My parents were not employed and had no income in 2020. A copy of their 2020 IRS Verification of Non-Filing Letter is attached.</p> <p><input type="checkbox"/> <b>No.</b> My parents were employed but did not file a 2020 IRS Federal Tax Return and were not required to file.</p> <ul style="list-style-type: none"> <li>• A copy of their 2020 IRS Verification of Non-Filing Letter is attached.</li> <li>• Copies of all 2020 W-2 forms are attached and I have listed employers and income below.</li> </ul>			<p><b>1. Did you (the student) file a 2020 Federal Tax Return?</b> <i>Select only one option below.</i></p> <p><input type="checkbox"/> <b>Yes.</b> I imported my 2020 tax information into the FAFSA using the IRS Data Retrieval Tool (DRT).</p> <p><input type="checkbox"/> <b>Yes.</b> A <b>SIGNED</b> copy of my 2020 Federal Tax Return(s) OR my 2020 IRS Tax Return Transcript(s) is attached.</p> <p><input type="checkbox"/> <b>No.</b> I was not employed and had no income in 2020. A copy of my 2020 IRS Verification of Non-Filing Letter is attached.</p> <p><input type="checkbox"/> <b>No.</b> I had income but did not file a 2020 IRS Federal Tax Return and was not required to file.</p> <ul style="list-style-type: none"> <li>• A copy of my 2020 IRS Verification of Non-Filing Letter is attached.</li> <li>• Copies of all 2020 W-2 forms are attached and I have listed employers and income below.</li> </ul> <p><b>2. Did your spouse file a 2020 Federal Tax Return?</b> <i>Select only one option below.</i></p> <p><input type="checkbox"/> I am unmarried.</p> <p><input type="checkbox"/> <b>Yes.</b> My spouse imported their 2020 tax information into the FAFSA using the IRS Data Retrieval Tool (DRT).</p> <p><input type="checkbox"/> <b>Yes.</b> A <b>SIGNED</b> copy of my spouse's 2020 Federal Tax Return(s) OR a copy of their 2020 IRS Tax Return Transcript(s) is attached.</p> <p><input type="checkbox"/> <b>No.</b> My spouse was not employed and had no income in 2020. A copy of their 2020 IRS Verification of Non-Filing Letter is attached.</p> <p><input type="checkbox"/> <b>No.</b> My spouse was employed but did not file a 2020 IRS Federal Tax Return and was not required to file.</p> <ul style="list-style-type: none"> <li>• A copy of their 2020 IRS Verification of Non-Filing Letter is attached.</li> <li>• Copies of all 2020 W-2 forms are attached and I have listed employers and income below.</li> </ul>		
Employer (complete if no tax return filed)	2020 Income	W2 Attached	Employer (complete if no tax return filed)	2020 Income	W2 Attached

**Signature Certification Required**

**By signing this form, I agree that the information provided is complete and correct.**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature (Handwritten signature required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (for dependent students)

\_\_\_\_\_  
Parent Signature (Handwritten signature required)

\_\_\_\_\_  
Date

# Instructions for Tax-Related Documents

## **How to import tax information into the FAFSA using the IRS Data Retrieval Tool (DRT) – Recommended for tax filers**

1. Visit [FAFSA.gov](https://fafsa.gov) and log into the student's 2022-2023 FAFSA.
2. Select "Make FAFSA Corrections."
3. Navigate to the "Financial Information" section of the FAFSA. Follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool. Transfers of unaltered IRS data are acceptable for verification.

NOTE: Most tax filers are eligible to use the DRT, but in some scenarios, the DRT will not be an option. If, for example, the student and spouse are married but filed separate tax returns, or marital status changed after the tax year in question ended, follow the step for requesting an IRS Tax Return Transcript.

## **How to request a copy of an IRS Tax Return Transcript**

Note: The instructions below apply to each tax filer. If student and spouse or both parents filed separate tax returns, you will need to request an IRS Tax Return Transcript for each person.

Online Request: Go to [irs.gov/individuals/get-transcript](https://irs.gov/individuals/get-transcript). Choose "Get Transcript Online" for instant delivery via PDF, or choose "Get Transcript by Mail" for postal delivery within 5-10 days. Make sure to request the 2020 IRS Tax Return Transcript and NOT the 2020 IRS Tax Account Transcript.

Telephone Request: Call 1-800-908-9946. After following the prompts, select option 2 to request a Tax Return Transcript (NOT a Tax Account Transcript) and then enter "2020."

## **How to request an IRS Verification of Non-Filing Letter for Non-Tax Filers**

Go to [irs.gov/individuals/get-transcript](https://irs.gov/individuals/get-transcript). Choose "Get Transcript Online" for instant delivery via PDF, or choose "Get Transcript by Mail" for postal delivery within 5-10 days.