



# 2024-2025 Verification Worksheet - V1

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## Student Information

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
ctcLink ID

\_\_\_\_\_  
Previous Last Name(s)

\_\_\_\_\_  
Email Required (Email is the default communication method)

**Instructions:** You are an **independent** student if one of the following, or more apply: you are 24 years old, married, an active military member, a veteran, have children or other dependents receiving more than half of their support from you, were in foster care or ward of the court since turning age 13, are emancipated, or you are an unaccompanied youth.

If none of the above apply to you, you are a **dependent** student and parent information is required. Note: students who live on their own and fully support themselves are still dependent if the above statuses do not apply.

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

<input type="checkbox"/> <b>Dependent Student</b>	<input type="checkbox"/> <b>Independent Student</b>
<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 who provided you with more financial support in the last year.</li></ul></li><li><input type="checkbox"/> Your parent(s) other children if the parent(s) provided more than half of their financial support from July 1, 2024-June 30, 2025.</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 financial support from July 1, 2024-June 30, 2025.</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 spouse's) children, if you will provide more than half of their financial support from July 1, 2024-June 30, 2025.</li><li><input type="checkbox"/> Other people, who live with you and for whom you provide more than half of their financial support from July 1, 2024-June 30, 2025.</li></ul>

Full Name	Date of Birth	Relationship
Chris Park (example)	01/28/76	Spouse
		Self

**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>Did you (the student) file a 2022 Federal Tax Return?</b></p> <p><input type="checkbox"/> <b>Yes.</b> I imported my 2022 tax information into the FAFSA using the IRS Direct Data Exchange (FA-DDX).</p> <p><input type="checkbox"/> <b>Yes.</b> A copy of my 2022 IRS Tax Return Transcript(s) is attached.</p> <p><input type="checkbox"/> <b>No.</b> I was not employed and had no income in 2022. A copy of my 2022 IRS Verification of Non-Filing Letter is attached</p> <p><input type="checkbox"/> <b>No.</b> I had income but did not file a 2022 IRS Federal Tax Return and was not required to file.                             <ul style="list-style-type: none"> <li>○ A copy of my 2022 IRS Verification of Non-Filing Letter is attached.</li> <li>○ Copies of all 2022 W-2 forms are attached and I have listed employers and income below.</li> </ul> </p> <p><b>Did your parent(s) file a 2022 Federal Tax Return?</b></p> <p><input type="checkbox"/> <b>Yes.</b> My parent(s) imported their 2022 tax information into the FAFSA using the IRS Direct Data Exchange (FA-DDX).</p> <p><input type="checkbox"/> <b>Yes.</b> A copy of my parent(s) 2022 Tax Return Transcript(s) is attached.</p> <p><input type="checkbox"/> <b>No.</b> My parents were not employed and had no income in 2022. A copy of their 2022 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 2022 IRS Federal Tax Return and were not required to file.                             <ul style="list-style-type: none"> <li>○ A copy of their 2022 IRS Verification of Non-Filing Letter is attached.</li> <li>○ Copies of all 2022 W-2 forms are attached and I have listed employers and income below.</li> </ul> </p>			<p><b>Did you (the student) file a 2022 Federal Tax Return?</b></p> <p><input type="checkbox"/> <b>Yes.</b> I imported my 2022 tax information into the FAFSA using the IRS Direct Data Exchange (FA-DDX).</p> <p><input type="checkbox"/> <b>Yes.</b> A copy of my 2022 IRS Tax Return Transcript(s) is attached.</p> <p><input type="checkbox"/> <b>No.</b> I was not employed and had no income in 2022. A copy of my 2022 IRS Verification of Non-Filing Letter is attached</p> <p><input type="checkbox"/> <b>No.</b> I had income but did not file a 2022 IRS Federal Tax Return and was not required to file.                             <ul style="list-style-type: none"> <li>○ A copy of my 2022 IRS Verification of Non-Filing Letter is attached.</li> <li>○ Copies of all 2022 W-2 forms are attached and I have listed employers and income below.</li> </ul> </p> <p><b>Did your spouse file a 2022 Federal Tax Return?</b></p> <p><input type="checkbox"/> I am unmarried.</p> <p><input type="checkbox"/> Yes. My spouse imported their 2022 tax information into the FAFSA using the IRS Direct Data Exchange (FA-DDX).</p> <p><input type="checkbox"/> Yes. A copy of my spouse's 2022 IRS Tax Return Transcript(s) is attached.</p> <p><input type="checkbox"/> No. My spouse was not employed and had no income in 2022. A copy of their 2022 IRS Verification of Non-Filing Letter is attached.</p> <p><input type="checkbox"/> No. My spouse was employed but did not file a 2022 IRS Federal Tax Return and was not required to file.                             <ul style="list-style-type: none"> <li>○ A copy of their 2022 IRS Verification of Non-Filing Letter is attached.</li> <li>○ Copies of all 2022 W-2 forms are attached and I have listed employers and income below.</li> </ul> </p>		
<b>Employer</b> (complete if no tax return filed)	<b>2022</b> <b>Income</b>	<b>W2</b> <b>Attached</b>	<b>Employer</b> (complete if no tax return filed)	<b>2022</b> <b>Income</b>	<b>W2</b> <b>Attached</b>

**Signature Certification Required**

**By submitting 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

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# Instructions for Tax-Related Documents

## **How to import tax information into the FAFSA using the IRS Direct Data Exchange (FA-DDX) – Recommended for tax filers**

1. Visit [FAFSA.gov](https://fafsa.gov) and log into the student's 2024-2025 FAFSA.
2. Select "Make FAFSA Corrections."
3. Navigate to the "Financial Information" section of the FAFSA. Follow the instructions to provide consent to import tax information into the FAFSA. Transfers of unaltered IRS data are acceptable for verification.

NOTE: Most tax filers are eligible to use the IRS Direct Data Exchange, but in some scenarios the FA-DDX 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.

**Get Transcript by Mail** – Go to [www.irs.gov](https://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.

**Get Transcript Online** – Go to [www.irs.gov](https://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.

**Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.

**Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

## **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.