



2024-2025 Verification Worksheet – V5

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: 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"/> Dependent Student | <input type="checkbox"/> Independent Student |
|---|---|
| <p>Please list the following people in the table below:</p> <ul style="list-style-type: none"><input type="checkbox"/> Yourself (student)<input type="checkbox"/> Your parent(s)<ul style="list-style-type: none">• List both legal parents (biological or adoptive) if they live together, regardless of marital status or gender.• If your legal parents (biological or adoptive) are divorced/separated, list the parent who provided you with more financial support in the last year.<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.<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. | <p>Please list the following people in the table below:</p> <ul style="list-style-type: none"><input type="checkbox"/> Yourself (student)<input type="checkbox"/> Your spouse, if you are married<input type="checkbox"/> Your (and your spouses') children, if you will provide more than half of their financial support from July 1, 2024-June 30, 2025.<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. |

| Full Name | Date of Birth | Relationship |
|----------------------|---------------|--------------|
| Chris Park (example) | 01/28/76 | Spouse |
| | | Self |
| | | |
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|---------------|-----------------|
| FBH032 | Office Use Only |
|---------------|-----------------|

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

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



2024-2025 Statement of Intent

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

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) has been selected for verification.

In most cases, students are selected for verification by the FAFSA processor. If you have questions about the verification process or any portion of this form, contact our office. After receiving your completed form and documentation, we may request additional clarifying information.

Priority Processing Dates:

| | |
|-----------------|--------|
| Summer Quarter: | June 1 |
| Fall Quarter: | July 1 |
| Winter Quarter: | Nov 1 |
| Spring Quarter: | Mar 1 |

Student Information

Last Name

First Name

ctcLink ID

Previous Last Name(s)

Email Required (Email is the default communication method)

Statement of Intent – Please sign at BTC with witness at Student Financial Resources

You must either appear in person at the BTC Student Financial Resources office to verify your identity or have this document notarized. You must present a valid, unexpired government issued photo ID such as a driver's license, other state-issued ID or U.S. passport. BTC will maintain a copy of your photo ID that is dated with the date it was received and reviewed, and the name of the official at BTC authorized to review this ID. **Military ID cannot be accepted.** In addition, you must sign this **Identity and Statement of Education Purpose** in the **presence of a Student Financial Resources staff member.**

I certify that I, _____ (student printed name), am the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Bellingham Technical College for 2024-2025.

Student Signature

Date

This section MUST ONLY be completed if you are unable to appear in person at BTC

The notary must witness you completing and signing this form, and you must include a copy of your valid, unexpired government-issued photo ID when you submit this form to our office.

Notary's Certificate of Acknowledgement:

State of _____ City/County of _____

On _____ (date), _____ (Printed name of form signer)

personally appeared before me, _____ (notary printed name), and proved to me on the basis of satisfactory evidence of identification _____ (valid government-issued ID provided) to be the above-named person who signed the foregoing instrument.

Student Signature

WITNESS my hand and official seal:

SEAL:

Notary Signature: _____

My commission expires on: _____

Bellingham Technical College does not discriminate on the basis of race, ethnicity, creed, color, sex, gender identity or expression, citizenship or immigration status, national origin, age, religion, disability, veteran or military status, sexual orientation, genetic information, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, pregnancy, marital status, or any other characteristic protected by federal, state, or local law in its programs, activities, and services. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director for Human Resources, 3028 Lindbergh Avenue, Bellingham, WA 98225, 360.752.8354, or hr@btc.edu. For Title IX/Section 504 compliance, contact: Vice President of Student Services, 3028 Lindbergh Avenue, Bellingham, WA 98225, 360.752.8440, or title9@btc.edu. BTC publications are available in alternate formats upon request by contacting the Accessibility Resources office at 360.752.8576.

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, 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, 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. Choose "Get Transcript Online" for instant delivery via PDF or choose "Get Transcript by Mail" for postal delivery within 5-10 days.