Verification Procedures

If your FAFSA has been selected for verification, Connecticut College is required to collect additional documentation to confirm the accuracy of the information provided on your federal financial aid application.

Additional documentation generally includes, but may not be limited to, the attached Verification Worksheet and confirmation of IRS tax return data. If additional or alternative items are required to satisfy the verification process, those requirements will be posted on your self-service account on CamelWeb.

Please reference your self-service account on CamelWeb for specific documents that are required to complete your file.

For students and parents who filed a 2021 tax return:

1. <u>IRS Data Retrieval Tool</u> - The fastest and easiest method to verify your IRS data is through the use of the IRS Data Retrieval Tool (DRT) on the FAFSA. The DRT pulls data from the IRS database and uses that data to populate income and tax fields on the FAFSA.
   - Some families will not be permitted to use the DRT because of their tax filing status. If you cannot use the DRT, please see option #2.
   - This process will need to be completed for the parent(s) and student
   - The DRT takes you to the IRS website, where you'll need to log in by providing your name and other information *exactly* as it appears on your tax return. When you return to the FAFSA, you'll see that the questions that are populated with tax information will be marked with "Transferred from the IRS"

OR

2. <u>Tax Return Transcript</u> – If you are unable or choose not to use the IRS Data Retrieval Tool, you will be required to submit an IRS Tax Return Transcript to Financial Aid Services. For information on how to obtain a Tax Return Transcript, please visit http://www.irs.gov/Individuals/Get-Transcript.

For students and parents who did <u>not</u> file, and were not required to file, a 2021 tax return:

1. <u>Non Tax-Filer Statement</u> – Complete and send to our office the appropriate Non Tax-Filer Statement. This can be found on our Forms and Publications page.

AND

2. <u>Verification of Non-filing</u> – The IRS will send you this statement after you submit IRS Form 4506-T (https://www.irs.gov/pub/irs-pdf/f4506t.pdf) to the IRS. Parents and independent students are required to submit the verification of non-filing. This is not a requirement for dependent students.

CONNECTICUT COLLEGE

FINANCIAL AID SERVICES

2023-2024 Verification Worksheet

_____   _____
Student Last name   **First name**   **M.I.**   **Camel ID**

HOUSEHOLD INFORMATION In the chart below include:
- Yourself (student)
- Your parent(s) (including step-parent). Do not include your non-custodial parent if that parent lives in another home.
- Your parent(s)' other dependent children if your parent(s) will provide more than half of their support from July 1, 2023 through June 30, 2024.
- Other people if they now live with your parent(s) and your parent(s) provide more than half of the other person's support, and will continue to provide more than half of that person's support from July 1, 2023 through June 30, 2024.
- Provide college information for those dependent students who will be enrolled during the 2023-2024 academic year at least half time in a program leading to a degree, diploma, or certificate.

If **INDEPENDENT**, include:
- Yourself and your spouse (if married) and your children if you will provide more than half of their support from July 1, 2023 through June 30, 2024.
- Other people 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, 2023 through June 30, 2024.

Full Name of family member residing in student's household during 2023-2024 academic year	*Age*	*Relationship*	*Name of college or university where family member will be enrolled in 2023-2024*	*Is student an undergraduate or graduate student?*	*Enrollment Status* *(full-time, ¾ time, half-time)*
		SELF	CONNECTICUT COLLEGE		

By signing this worksheet, I certify that all the information reported on it is complete and correct. If dependent, at least one parent must sign. ***The Verification Worksheet must be dated after the FAFSA filing date.***

_____   _____
Student's Signature   Date*   Parent's Signature (*dependent students only*)   Date*

_____
Student's Spouse Signature   Date*

Mail, attach to an email, or fax completed form to address below.