



2023 – 2024 Verification Worksheet

Your Free Application for Federal Student Aid (FAFSA) was selected for review, or “verification.” We are required by law (34 CFR 668.56) to compare the information from your FAFSA with the information provided on this form. Please complete the entire form and ensure both the student and one parent whose information was included sign this form. Additional documentation may be requested and/or corrections may be made as necessary. **Incomplete forms will not be processed. No determination of aid eligibility can be made until all requested documents are received and reviewed by our office.**

Student Information

			A
Last Name	First Name	M.I.	CSC Banner ID
Street Address (include apt no.)		City, State, & Zip Code	
Cell Phone (include area code)		Email Address	

Household Size & Number in College

List in the fields below the people in your *parent’s* household. Include **all** the following:

- ✓ Yourself.
- ✓ Your parent(s), including stepparent(s), even if you do not live with your parent(s).
- ✓ Your parents’ other children if the parents will provide **more than** half of the children’s support from July 1, 2023, through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023–2024. Include children who meet either of these standards, even if a child does not live with the parents.
- ✓ Other people if they now live with the parents and the parents provide **more than** half of the other person’s support and will continue to provide more than half of that person’s support through June 30, 2024.

Number in College: Include in the space below information about any household member, excluding the parents, who is, or will be, enrolled **at least half time** in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2023, and June 30, 2024, and include the name of the college.

If more space is needed, attach a separate page with the student’s name and CSC Banner ID at the top.

Full Name	Age	Relationship	Attending College/University	Enrolled at least half-time (Yes or No)
		<i>Self</i>	<i>Connors State College</i>	

Student Tax & Income Information

Please indicate if you did or did not file a 2021 Federal Tax Return below (*only check one*):

I filed a 2021 Federal Tax Return.

Please check the box that applies to how you will provide your tax information for 2021:

- The student **has used** the IRS DRT in FAFSA on the Web to transfer 2021 IRS income tax return information into the student’s FAFSA.
- The student **has not yet used** the IRS DRT in FAFSA on the Web but will use the tool to transfer 2021 IRS income tax return information into the student's FAFSA.
- The student is **unable or chooses not to use** the IRS DRT in FAFSA on the Web, and instead will provide the institution with a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules.**

A **2021 IRS Tax Return Transcript** may be obtained through:

- 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.”
- 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.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T.

I will not file a 2021 Federal Tax Return (and I am not required to file).

Were you, **the student**, employed or did you receive income from work in 2021? (Please check one)

- Yes No

If you indicated “Yes” above, list below your employer(s) and the amount earned from each in 2021:

Name of Employer	Received a 2021 W-2?		Amount Earned
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
Total Amount of Income Earned From Work			\$

*You **must** attach a copy of any 2021 W-2s provided by your employers listed above.*

If you indicated “No” above, you must complete and submit an Institutional Non-filing Statement form to the Financial Aid Office as a part of your verification process. Contact the Financial Aid Office for information on how to complete an Institutional Non-filing Statement.

Parent Tax & Income Information

Please indicate if you did or did not file a 2021 Federal Tax Return below (*only check one*):

I filed a 2021 Federal Tax Return.

Please check the box that applies to how you will provide your tax information for 2021:

- The parents **have used** the IRS DRT in FAFSA on the Web to transfer 2021 IRS income tax return information into the student’s FAFSA.
- The parents **have not yet used** the IRS DRT in FAFSA on the Web but will use the tool to transfer 2021 IRS income tax return information into the student's FAFSA.
- The parents are **unable or choose not to use** the IRS DRT in FAFSA on the Web, and instead will provide the institution with a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules.**

A **2021 IRS Tax Return Transcript** may be obtained through:

- 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.”
- 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.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T.

I will not file a 2021 Federal Tax Return (and I am not required to file).

Were you, **the parent**, employed or did you receive income from work in 2021? (Please check one)

- Yes No

If you indicated “**Yes**” above, list below your employer(s) and the amount earned from each in 2021:

Name of Employer	Received a 2021 W-2?		Amount Earned
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
Total Amount of Income Earned From Work			\$

*You **must** attach a copy of any 2021 W-2s provided by your employers listed above.*

If you indicated “**No**” above, you must complete and submit an Institutional Non-filing Statement form to the Financial Aid Office as a part of your verification process. Contact the Financial Aid Office for information on how to complete an Institutional Non-filing Statement.

Instructions

You must submit a signed and dated **original copy** of this document and check only **one** of the following the instructions below:

In person:

The student must appear in person at **Connors State College** to verify his or her identity by presenting an **unexpired valid government-issued photo identification (ID)**, such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the **Statement of Educational Purpose** provided below. (Section A)

By mail:

If the student is unable to appear in person at **Connors State College** to verify his or her identity, the student must provide to the institution *both*:

- (a) A copy of the **unexpired valid government-issued photo identification (ID)** that is acknowledged in the notary statement on the next page, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original **Statement of Educational Purpose** provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized. (Section C)

A. Statement of Educational Purpose

I certify that I _____ am the individual signing this
(Print Student Name)

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 Connors State College for 2023-2024.

Student Signature
no electronic signature

Date

B. Institution Official Certification (*ONLY IF submitted in person*)

_____ Name of Institution Official	_____ Type of Government-Issued Photo ID
_____ Signature of Institution Official	_____ Date

C. Notary Certification (*ONLY IF submitted by mail*)

State of _____ City/County of _____

On _____, before me, _____
Date *Printed name of Public Notary*

Personally appeared _____ and provided to me on basis of
Printed name of Signer

satisfactory evidence of identification _____, to be the above-named person
Type of unexpired government-issued photo ID
who signed the foregoing instrument.

WITNESS my hand
and Official Seal _____
Notary Signature

My commission expires on _____
Expiration Date

Certifications & Signatures

By signing this document, you agree that you have carefully read and acknowledge the statements below:

- ✓ The student and one parent (whose information was reported on the FAFSA) must sign and date.
- ✓ The student and parent both certify that all information reported on the previous pages is complete and correct, including the **Statement of Educational Purpose**, to qualify for and receive Federal Student Aid at Connors State College.
- ✓ The student agrees to submit all necessary documentation, including an **unexpired government-issued photo ID**, with this 2023-2024 Verification Worksheet.
- ✓ The Financial Aid Office may require and request additional documentation from the student and/or parent as necessary to satisfy requirements for the verification process.

WARNING: If you purposely give false or misleading information on this document, you may be fined, be sentenced to jail, or both.

Student's Signature
no electronic signature

Date

Parent's Signature
no electronic signature

Date

Please return completed forms to either of our Financial Aid Offices below:

Warner Campus
Connors State College
Attn: Financial Aid
700 College Rd
Warner, OK 74469
P – 918.463.6310
F – 918.203.3535

Muskogee Campus
Connors State College
Attn: Financial Aid
2501 N 41st St E
Muskogee, OK 74403
P – 918.684.5485
F – 918.203.3535