

Student Name \_\_\_\_\_ SCCC ID# \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone Number (include area code) \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

*Your Free Application for Federal Student Aid (FAFSA) was federally selected for review in a process called “Verification”. Verification is a process governed by Federal regulations and is used to ensure that the information applicants report on the FAFSA is accurate. In this process, SCCC will compare information from your 2021-2022 FAFSA to this completed worksheet and any other documents you provide. If there are differences, your FAFSA information may need to be corrected. You, and at least one parent if you are a Dependent Student, must complete, sign and submit this worksheet to the SCCC Financial Aid Office. Additional information may be requested. Please monitor your SCCC Student Portal and SCCC Student Email Account for additional requests and important notices.*

Please check one:

- I am a Dependent Student [who needs to provide parental information]     I am an Independent Student

Student - What is your current marital status?

- Single     Married     Remarried     Divorced or Separated     Widowed    Month/Year of status: \_\_\_\_\_

For Dependent Students - What is your parents’ current marital status?

- Married     Remarried to Step-parent     Widowed - Month/Year of status: \_\_\_\_\_  
 Divorced or Separated - If Divorced/Separated, who is your Custodial Parent? Name \_\_\_\_\_ Relationship: \_\_\_\_\_  
 If a custodial parent is remarried, their spouse’s information is required on this form.  
 Never Married/Unmarried and both biological parents living together (both parents’ income information is required on the FAFSA)  
 Never Married/Single Parent

**A. Student’s Household Family Information [For Dependent & Independent Students]**

**Dependent Student** - List the people in **your parent’s household**. Include:

- Yourself and your parent(s) (including a stepparent) even if you don’t live with your parent(s).
- Your parent(s)’ other children if your parent(s) will provide more than half of their support from July 1, 2021 through June 30, 2022, or if the other children would be required to provide parental information if they were completing a FAFSA for 2021–2022. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2022.

**Independent Student** - List the people in **your household**. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2021 through June 30, 2022, or if the child would be required to provide your information if they were completing a FAFSA for 2021–2022. Include children who meet either of these standards, even if they do not live with you.
- 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 through June 30, 2022.

Full Name	Age	Relationship to Student	Will this person attend college at least half time in 2021-2022?	If yes, Name of College
		Self	Yes [ ] No [ ]	SCCC
			Yes [ ] No [ ]	
			Yes [ ] No [ ]	
			Yes [ ] No [ ]	
			Yes [ ] No [ ]	
			Yes [ ] No [ ]	

NAME: \_\_\_\_\_ SCCC ID#: \_\_\_\_\_

**B. Student's Income Information to Be Verified** [For Dependent & Independent Students].

Important Note: Notify the Financial Aid Office if the student or spouse filed separate IRS income tax returns for 2019 or if the student had a change in marital status after December 31, 2019.

**STUDENT AND SPOUSE INCOME AND TAX INFORMATION (Check only the one box that applies to you)**

- I (and/or spouse if married) filed a 2019 Federal Tax Return and used the IRS Data Retrieval Tool (DRT) in my FAFSA to retrieve and transfer my 2019 IRS income tax information. (If the student and spouse filed separate 2019 Income Tax Returns, the IRS DRT cannot be used and the 2019 IRS Tax Returns or Tax Return Transcripts must be provided for each.)

I have amended my 2019 Tax return since using the IRS DRT. I am also providing a signed copy of my 2019 1040X Amended Federal Tax Return. Check here \_\_\_\_\_

- I (and/or spouse if married) filed a 2019 Federal Tax Return, but DID NOT use the IRS Data Retrieval Tool (DRT). I will provide SCCC with a copy of my 2019 tax information:

I have attached a signed copy of my 2019 Federal Tax Return and applicable schedules (1,2,3) or a copy of the Tax Return Transcript from the IRS. Check here \_\_\_\_\_

I have also attached a signed copy of my spouse's separate 2019 Federal Tax Return and applicable schedules (1,2,3) or Tax Return Transcript from the IRS. Check here \_\_\_\_\_

I have amended my 2019 Tax Return. I am also providing a signed copy of my 2019 1040X Amended Federal Tax Return. Check here \_\_\_\_\_

*To obtain an IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and click on "Get Your Tax Record" then "Get Transcript by Mail" and request the 2019 TAX RETURN TRANSCRIPT; or call the Automated Telephone Request 1-800-908-9946. Transcripts are generally received via US Mail within 10 business days.*

- I (and/or spouse if married) was employed in 2019 and had income, but was not required to file and did not file a 2019 Federal IRS Tax Return.

Independent Students (and their spouse if applicable) must complete a *Verification of Non Filing Status Form – Student*, which indicates a 2019 Federal income tax return was not filed with the IRS or other relevant tax authority. Confirmation of Independent Student/Spouse's non-filing documentation is attached. Check here \_\_\_\_\_

List Student's (and spouse's if married) 2019 Income Below and Attach Copies of 2019 W2 Wage and Income Statements:

Employer's Name	Amount Earned in 2019	IRS W2 Attached? (Yes/No)*

\* If you did not include copies of your W2 Forms, please explain why you were not able to provide them:

\_\_\_\_\_

\_\_\_\_\_

- I (and/or spouse if married) was not employed in 2019, did not have income, was not required to file and did not file a 2019 Federal IRS Tax Return.

Independent Students (and their spouse if applicable) must complete a *Verification of Non Filing Status Form – Student*, which indicates a 2019 Federal income tax return was not filed with the IRS or other relevant tax authority. Confirmation of Independent Student/Spouse's non-filing documentation is attached. Check here \_\_\_\_\_

NAME: \_\_\_\_\_ SCCC ID#: \_\_\_\_\_

**C. Parent’s Income Information to Be Verified [For Dependent Students Only]**

Important Note: Notify the Financial Aid Office if the student’s parents filed separate IRS income tax returns for 2019 or if the parents had a change in marital status after December 31, 2019.

**PARENT(S)’ INCOME AND TAX INFORMATION (Check only the one box that applies to you)**

<p><input type="checkbox"/> <b>Parent(s) filed a 2019 Federal Tax Return and used the IRS Data Retrieval Tool (DRT) in my FAFSA to retrieve and transfer their 2019 IRS income tax information.</b> (If the parent and spouse filed separate 2019 Income Tax Returns, the IRS DRT cannot be used and the 2019 IRS Tax Returns or Tax Return Transcripts must be provided for each.)</p> <p><b>My parent(s)I have amended their 2019 Tax return since using the IRS DRT. I am also providing a signed copy of their 2019 1040X Amended Federal Tax Return. Check here _____</b></p>												
<p><input type="checkbox"/> <b>Parent(s) filed a 2019 Federal Tax Return, but DID NOT use the IRS Data Retrieval Tool (DRT). I will provide SCCC with a copy of their 2019 tax information:</b></p> <p><b>I have attached a <u>signed</u> copy of my parent(s) 2019 Federal Tax Return and applicable schedules (1,2,3) or Tax Return Transcript from the IRS. Check here _____</b></p> <p><b>I have also attached a <u>signed</u> copy of my parents’ separate 2019 Federal Tax Returns and applicable schedules (1,2,3) or Tax Return Transcripts from the IRS. Check here _____</b></p> <p><b>My parent(s)I have amended their 2019 Tax Return. I am also providing a <u>signed</u> copy of their 2019 1040X Amended Federal Tax Return. Check here _____</b></p> <p><i>To obtain an IRS tax return transcript, go to <a href="http://www.IRS.gov">www.IRS.gov</a> and click on “Get Your Tax Record” then “Get Transcript by Mail” and request the 2018 TAX RETURN TRANSCRIPT; or call the Automated Telephone Request 1-800-908-9946. Transcripts are generally received via US Mail within 10 business days.</i></p>												
<p><input type="checkbox"/> <b>Parent(s) were employed in 2019 and had income, but were not required to file and did not file a 2019 Federal Tax Return. (Parent(s) of Dependent Students must complete a <i>Verification of Non Filing Status Form – Parent</i>, that indicates a 2019 Federal income tax return was not filed with the IRS or other relevant tax authority.)</b></p> <p><b>Confirmation of Parent(s) non-filing documentation is attached. Check here _____</b></p> <p>List Parent(s)’ 2019 Income Below and Attach Copies of 2019 W2 Wage and Income Statements:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 40%;">Employer’s Name</th> <th style="width: 30%;">Amount Earned in 2019</th> <th style="width: 30%;">IRS W2 Attached? (Yes/No)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p><b>* If you did not include copies of your W2 Forms, please explain why you were not able to provide them:</b></p> <p>_____</p> <p>_____</p>	Employer’s Name	Amount Earned in 2019	IRS W2 Attached? (Yes/No)									
Employer’s Name	Amount Earned in 2019	IRS W2 Attached? (Yes/No)										
<p><input type="checkbox"/> <b>Parent(s) were not employed in 2019, did not have income, were not required to file and did not file a 2019 Federal IRS Tax Return. (Parent(s) of Dependent Students must complete a <i>Verification of Non Filing Status Form – Parent</i>, that indicates a 2019 Federal income tax return was not filed with the IRS or other relevant tax authority.)</b></p> <p><b>Confirmation of Parent(s) non-filing documentation is attached. Check here _____</b></p>												

**D. High School Completion Status** [For Dependent & Independent Students]

Provide one of the following documents to the Financial Aid Office that indicates the student’s high school completion status at the beginning of the 2021-2022 academic year.

- A copy of the student’s high school diploma.
- A copy of the student’s final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- For students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree.
- For a student who was homeschooled in a State where State law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a State where State law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student’s parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

**E. Certification and Signatures**

By signing this worksheet, I/we certify that all information reported is complete and correct. I/we understand that additional documentation may be required.

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

\_\_\_\_\_  
**STUDENT SIGNATURE** [FOR INDEPENDENT & DEPENDENT STUDENTS]

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PARENT SIGNATURE** [FOR DEPENDENT STUDENTS ONLY]

\_\_\_\_\_  
**DATE**

*You should make a copy of this worksheet for your records.*

**Submit this worksheet and any additional documents to the Financial Aid Office at Sussex County Community College in one of the following ways:**

- **US Mail: SCCC Financial Aid Office B212, 1 College Hill Road, Newton, NJ 07860**
- **Email: You can scan and email documents to our office at [FAdocs@sussex.edu](mailto:FAdocs@sussex.edu) (please use this address only for submitting documents)**
- **Fax: 973-300-2224**
- **Locked Drop Box in the B-Building Hallway outside the Financial Aid Office (Accessible only when campus offices are open, generally Monday-Thursday 9am-5pm.)**

*If you cannot use one of the above methods to submit required documents, call our office at 973-300-2225 to discuss.*

Statement of Educational Purpose (Group V5)

F. Identity and Statement of Educational Purpose [For Dependent & Independent Students]

**SPECIAL PANDEMIC RELATED FLEXIBILITIES: We suspend the in-person submission and notary requirements for V5 verification. The institution may allow an applicant or student to submit copies of the required verification documents electronically to the institution. This may occur by uploading a photo of the documents (including from a smartphone), PDF, or other similar electronic document through a secure school portal, by email, etc. We also recognize that forms of identification (such as a driver's license) may expire with no real and reasonable opportunity for renewal due to social distancing requirements. Institutions may accept a copy of an expired document if it expired after March 1, 2020.**

- The student must provide a copy of government-issued photo identification (ID)**, such as, but not limited to, a driver's license, other state-issued ID or passport. Sussex County Community College 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 the Statement of Educational Purpose provided below.

**Identity and Statement of Educational Purpose**

I certify that I, \_\_\_\_\_, am the individual signing  
(Student's Name – Please print clearly)

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 Sussex County Community College for 2021-2022.

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Student's ID Number

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Authorized Official Use Only – (Retain Original) Receiver's Information

\_\_\_\_\_  
Type of Document Received and Reviewed

\_\_\_\_\_  
Designee SCCC Employee Signature Date

\_\_\_\_\_  
Designee SCCC Name (Please print clearly)