

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 2023-2024 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 [Under the age of 24, 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, 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 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, 2024.

**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, 2023 through June 30, 2024, or if the child would be required to provide your information if they were completing a FAFSA for 2023–2024. 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, 2024.

Full Name	Age	Relationship to Student	Will this person attend college at least half time in 2023-2024?	If yes, Name of College
		Self	Yes [ ] No [ ]	SCCC
			Yes [ ] No [ ]	
			Yes [ ] No [ ]	
			Yes [ ] No [ ]	
			Yes [ ] No [ ]	
			Yes [ ] No [ ]	
<b>Total Household Members:</b>			<b>Number of Household Members in College:</b>	

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 2021 or if the student had a change in marital status after December 31, 2021.

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

I (and/or spouse if married) filed a 2021 Federal Tax Return and used the IRS Data Retrieval Tool (DRT) in my FAFSA to retrieve and transfer my 2021 IRS income tax information. (If the student and spouse filed separate 2021 Income Tax Returns, the IRS DRT cannot be used and the 2021 IRS Tax Returns or Tax Return Transcripts must be provided for each.) I have amended my 2021 Tax return since using the IRS DRT. I am also providing a signed copy of my 2021 1040X Amended Federal Tax Return. Check here \_\_\_\_\_

I (and/or spouse if married) filed a 2021 Federal Tax Return, but DID NOT use the IRS Data Retrieval Tool (DRT). I will provide SCCC with a copy of my 2021 tax information:  
I have attached a signed copy of my 2021 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 2021 Federal Tax Return and applicable schedules (1,2,3) or Tax Return Transcript from the IRS. Check here \_\_\_\_\_  
I have amended my 2021 Tax Return. I am also providing a signed copy of my 2021 1040X Amended Federal Tax Return. Check here \_\_\_\_\_  
*To obtain an IRS tax return transcript, go to www.IRS.gov and click on "Get Your Tax Record" then "Get Transcript by Mail" and request the 2021 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 2021 and had income, but was not required to file and did not file a 2021 Federal IRS Tax Return.  
Independent Students (and their spouse if applicable) must complete a *Verification of Non Filing Status Form – Student*, which indicates a 2021 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) 2021 Income Below and Attach Copies of 2021 W2 Wage and Income Statements:

Employer's Name	Amount Earned in 2021	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 2021, did not have income, was not required to file and did not file a 2021 Federal IRS Tax Return.  
Independent Students (and their spouse if applicable) must complete a *Verification of Non Filing Status Form – Student*, which indicates a 2021 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 \_\_\_\_\_

**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 2021 or if the parents had a change in marital status after December 31, 2021.

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

<p><input type="checkbox"/> <b>Parent(s) filed a 2021 Federal Tax Return and used the IRS Data Retrieval Tool (DRT) in my FAFSA to retrieve and transfer their 2021 IRS income tax information.</b> (If the parent and spouse filed separate 2021 Income Tax Returns, the IRS DRT cannot be used and the 2021 IRS Tax Returns or Tax Return Transcripts must be provided for each.)  <b>My parent(s)I have amended their 2021 Tax return since using the IRS DRT. I am also providing a signed copy of their 2021 1040X Amended Federal Tax Return. Check here _____</b></p>												
<p><input type="checkbox"/> <b>Parent(s) filed a 2021 Federal Tax Return, but DID NOT use the IRS Data Retrieval Tool (DRT). I will provide SCCC with a copy of their 2021 tax information:</b>  <b>I have attached a <u>signed</u> copy of my parent(s) 2021 Federal Tax Return and applicable schedules (1,2,3) or Tax Return Transcript from the IRS. Check here _____</b>  <b>I have also attached a <u>signed</u> copy of my parents’ separate 2021 Federal Tax Returns and applicable schedules (1,2,3) or Tax Return Transcripts from the IRS. Check here _____</b>  <b>My parent(s)I have amended their 2021 Tax Return. I am also providing a <u>signed</u> copy of their 2021 1040X Amended Federal Tax Return. Check here _____</b>  <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 2021 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 2021 and had income, but were not required to file and did not file a 2021 Federal Tax Return. (Parent(s) of Dependent Students must complete a <i>Verification of Non Filing Status Form – Parent</i>, that indicates a 2021 Federal income tax return was not filed with the IRS or other relevant tax authority.)</b></p> <p style="text-align: center;"><b>Confirmation of Parent(s) non-filing documentation is attached. Check here _____</b></p> <p style="text-align: center;">List Parent(s)’ 2021 Income Below and Attach Copies of 2021 W2 Wage and Income Statements:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 40%;">Employer’s Name</th> <th style="width: 30%;">Amount Earned in 2021</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>* If you did not include copies of your W2 Forms, please explain why you were not able to provide them:          _____          _____</p>	Employer’s Name	Amount Earned in 2021	IRS W2 Attached? (Yes/No)									
Employer’s Name	Amount Earned in 2021	IRS W2 Attached? (Yes/No)										
<p><input type="checkbox"/> <b>Parent(s) were not employed in 2021, did not have income, were not required to file and did not file a 2021 Federal IRS Tax Return. (Parent(s) of Dependent Students must complete a <i>Verification of Non Filing Status Form – Parent</i>, that indicates a 2021 Federal income tax return was not filed with the IRS or other relevant tax authority.)</b>  <b>Confirmation of Parent(s) non-filing documentation is attached. Check here _____</b></p>												

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

**D. 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.*

**Turn in required forms or documents to the SCCC Financial Aid Office in one of the following ways:**

- Email: fadocs@sussex.edu
- US Mail: SCCC Financial Aid Office B212, 1 College Hill Road, Newton, NJ 07860
- Fax: 973-300-2224
- On Campus – Use the Locked Drop Box in the B-Building Hallway outside the Financial Aid Office (B212). Place your documents in a SEALED ENVELOPE and write your name, ID number and phone number on the envelope in case we have any questions.
- Call our office at 973-300-2225 if you have issues submitting documents or forms.