

Student Name _____ SCCC ID# _____

Address _____ City _____ State _____ ZIP _____

Home Phone Number _____ 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 [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 []	
Total Household Members:			Number of Household Members in College:	

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 & 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 _____

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 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)

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. (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.)
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 _____

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:
I have attached a signed copy of my parent(s) 2021 Federal Tax Return and applicable schedules (1,2,3) or Tax Return Transcript from the IRS. Check here _____
I have also attached a signed copy of my parents’ separate 2021 Federal Tax Returns and applicable schedules (1,2,3) or Tax Return Transcripts from the IRS. Check here _____
My parent(s)I have amended their 2021 Tax Return. I am also providing a signed copy of their 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.

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 *Verification of Non Filing Status Form – Parent*, that indicates a 2021 Federal income tax return was not filed with the IRS or other relevant tax authority.)
Confirmation of Parent(s) non-filing documentation is attached. Check here _____
 List Parent(s)’ 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:

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 *Verification of Non Filing Status Form – Parent*, that indicates a 2021 Federal income tax return was not filed with the IRS or other relevant tax authority.)
Confirmation of Parent(s) non-filing documentation is attached. Check here _____

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

ONLY to be completed in person at SCCC OR in front of a Notary.

Complete EITHER Page 4 in Person at the SCCC Financial Aid Office OR Page 5 in the Presence of a Notary.

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
(Print Student’s Name)

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 2023-2024.

Student’s Signature Date

Student’s ID Number

Authorized Official Use Only – (Retain Copies of ID and HS Completion Documents) Receiver’s Information

Type of Document Received and Reviewed

Designee SCCC Employee Signature Date

Designee SCCC Name



Student Name _____ SCCC ID# _____

Address _____ City _____ State _____ ZIP _____

Home Phone Number _____ Cell Phone Number _____

*****Complete This Page With A Notary*** ONLY if the Student Cannot Appear In Person at SCCC**

If the student is unable to appear in person at **Sussex County Community College** to verify his or her identity, the student must provide to the institution:

- a. A copy of the unexpired valid **government-issued photo identification (ID) that is acknowledged in the notary statement below**, 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.

Identity and Statement of Educational Purpose

I certify that I, _____, am the individual signing
(Print Student’s Name)

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 2023-2024.

I further certify that I have presented valid, government-issued photo identification (ID) as proof of my identity.

Student’s Signature Date

Notary’s Certificate of Acknowledgement

State of _____ City/County of _____

On (Date) _____, before me (Notary’s Name), _____

Personally appeared (Printed name of signer), _____, and proved to me on basis of satisfactory evidence of identification _____ (Type of ID) to be the above-named person who signed the foregoing instrument.

Witness my hand and official seal

Seal

My commission expires on _____
Date Notary Signature

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.

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.**