



Lassen Community College  
 Financial Aid Office  
 P.O. Box 3000  
 Susanville, CA 96130

## 2024-2025 Verification Group 5 Dependent

**PRINT ALL INFORMATION NEATLY IN BLUE OR BLACK INK ONLY. DO NOT USE WHITEOUT.**

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The verification process is to confirm the information given on the original application submitted to the Department of Education. If there are any differences, your FAFSA may need to be corrected. You must complete and sign this worksheet, submit the form and other required documents to the financial aid office. **We cannot process your financial aid until verification has been completed. DO NOT leave blank spaces, if you need to make a correction, put one line through the mistake, and initial and date next to it.**

### SECTION A: STUDENT INFORMATION

<hr/>	<hr/>	<hr/>	<hr/>
<b>Last Name</b>	<b>First Name</b>	<b>M.I.</b>	<b>Student ID</b>
<hr/>	<hr/>	<hr/>	<hr/>
<b>Street Address (include apt #)</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<hr/>	<hr/>	<hr/>	<hr/>
<b>Email Address</b>	<b>Home Phone number</b>	<b>Cell number</b>	
<hr/>	<hr/>	<hr/>	

### SECTION B: HOUSEHOLD SIZE

**Dependent students must now include both legal (biological or adoptive) parents if the parents live together regardless of the marital status or gender of the parents.**

List Below the people in your parent(s) household to include:

- Yourself and your parent(s) (including a stepparent) even if you do not live with your parent(s).
- Your parents(s) other children if your parent(s) **will provide more than half of their support from** July 1, 2024 – June 30, 2025, or if the other children would be required to provide parental information if they were completing a FAFSA for 2024-2025, **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, 2025.
- Include the name of the college for any other children who will be enrolled, at least half time, in a degree, diploma or certificate program at a postsecondary educational institution at any time between July 1, 2024 and June 30, 2025.

- Full Name	Age	Relationship
		<i>Self</i>

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

## **SECTION C: INCOME INFORMATION (STUDENT)**

**PLEASE COMPLETE EITHER THE TAX FILER OR NON TAX FILER SECTIONS. YOU CANNOT BE BOTH.**

### **TAX FILER: Complete this section if the student filed or will file a 2022 IRS income tax return(s).**

If 2022 income tax return information for the student was not available or could not be used, the student should provide the institution with a **2022 IRS Tax Return Transcript(s)** or a **signed copy of the 2022 income tax return and applicable schedules**.

A **2022 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail – Go to [www.irs.gov](http://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." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript Online – Go to [www.irs.gov](http://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. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

### **NON-TAX FILER: Complete this section if the student will not file, and was not required to file, a 2022 income tax return with the IRS.**

**Check the boxes that apply:**

- The student was not employed and had no income earned from work in 2022.
- The student was employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2022 IRS W-2 forms issued to the student by their employer]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 or Equivalent Document Provided?	Amount Earned in 2022
(Example) The Pioneer	Yes	\$2500.00
Total Amount of Income Earned from Work	\$	

Provide a signed and dated statement certifying that the individual has not filed and is not required to file a 2022 income tax return, as well as the sources of 2022 income earned from work and the amount of income from each source.

\_\_\_\_ Check here if non-filing statement is signed and dated.

\_\_\_\_ Check here if non-filing statement will be provided later.

## **SECTION D: INCOME INFORMATION (PARENT)**

**PLEASE COMPLETE EITHER THE TAX FILER OR NON TAX FILER SECTIONS. YOU CANNOT BE BOTH.**

### **TAX FILER: Complete this section if your Parent filed or will file a 2022 IRS income tax return.**

**Important Note:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022.

**Instructions:** Complete this section if the parents filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, parents will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the parents filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

If 2022 income tax return information for the parents was not available or could not be used, the parents should provide the institution with a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.**

A **2022 IRS Tax Return Transcript** may be obtained through:

- **Get Transcript by Mail** – Go to [www.irs.gov](http://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." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript Online** – Go to [www.irs.gov](http://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. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

**NON-TAX FILER: Complete this section if the parent(s) will not file, and were not required to file, a 2022 income tax return with the IRS.**

**Check the box that applies:**

- Neither parent was employed, and neither had income earned from work in 2022.
- One or both parents were employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2022 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 Provided?	Amount Earned in 2022
(Example) Suzy's Auto Body Shop	Yes	\$4500.00
<b>Total Amount of Income Earned from Work</b>		<b>\$</b>

Provide a signed and dated statement certifying that the individual has not filed and is not required to file a 2022 income tax return, as well as the sources of 2022 income earned from work and the amount of income from each source.

- \_\_\_ Check here if non-filing statement is signed and dated.
- \_\_\_ Check here if non-filing statement will be provided later.

**SECTION E: IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE**

**(To Be Signed at the Institution)**

**IF THE STUDENT IS UNABLE TO APPEAR IN PERSON AT LASSEN COMMUNITY COLLEGE, PLEASE  
SEE REVERSE SIDE.**

The student must appear in person at Lassen Community College to verify his/her identity by presenting unexpired valid government-issued photo identification (ID), such as:

- State Issued Driver's License
- Other state ID
- Passport

The institution will maintain a copy of the student's phot 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.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that  
Print Name

the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Lassen Community College for 2024-2025.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**SECTION F: CERTIFICATION AND SIGNATURES**

**I certify by signing that all information reported is true and accurate. I understand that any false statements or misrepresentations may be cause for denial, reduction, withdrawal and/or repayment of financial aid and may be subject to fines and/or imprisonment.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## (To be Signed in the Presence of a Notary)

If the student is unable to appear in person at Lassen Community College to verify his/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.

### Statement of Educational Purpose

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that  
Print Name

the Federal student financial assistance I may receive will only be used for educational purpose and to pay the cost of attending Lassen Community College for 2024-2025.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ID Number

### Notary's Certificate of Acknowledgement:

State of \_\_\_\_\_ City/County of \_\_\_\_\_  
State City/County

on \_\_\_\_\_ before me, \_\_\_\_\_  
Date Notary's Name

personally appeared, \_\_\_\_\_ and proved to me on the basis of  
Printed Name of Signer

satisfactory evidence of identification \_\_\_\_\_ to be the above named  
Type of Government-issued ID

person who signed the foregoing instrument.

### Witness my hand and official seal:

(seal)

\_\_\_\_\_  
Notary's Signature

\_\_\_\_\_  
Date Commission Expires