

**Financial Aid**

450 North Avenue • Battle Creek, MI 49017-3397  
269-965-4123 • FAX 269-966-4089  
www.kellogg.edu/financial-aid  
finaid@kellogg.edu

**READ THIS!**

You were selected for VERIFICATION by the Department of Education. Before the Financial Aid Office (FAO) can award Federal Student Aid, please confirm the information you reported on your online 2022-2023 FAFSA. A Kellogg Community College Financial Aid Administrator will compare the information reported on your FAFSA with the information on this worksheet. If there are differences, your FAFSA information will need to be corrected. **Complete and sign this worksheet, attach any required documents, and submit the form to the FAO.** The FAO may ask for additional information. If you have any questions about verification, contact the FAO as soon as possible so that your financial aid will not be delayed.



**Part I. STUDENT INFORMATION**

|                                   |            |                   |                   |
|-----------------------------------|------------|-------------------|-------------------|
| _____                             | _____      | _____             | _____             |
| Last Name                         | First Name | M.I.              | Student ID#       |
| _____                             |            |                   | _____             |
| Street Address (include apt. no.) |            |                   | Social Security # |
| _____                             | _____      | _____             | _____             |
| City                              | State      | Zip               | Date of Birth     |
| _____                             | _____      | _____             |                   |
| Home Phone                        | Cell Phone | Alternative Phone |                   |

**Part II. HOUSEHOLD INFORMATION**

In the box *below* list **ALL** members of your household. If you have questions regarding household members, contact the FAO. Your household should include:

- The student
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of their support from July 1, 2022, through June 30, 2023, even if the children do not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of their support and will continue to provide more than half of their support through June 30, 2023.

| Full Name | Age | Male or Female<br>M or F | Relationship  | College                          | *Will be Enrolled at<br>Least Half Time<br>(Yes or No)? |
|-----------|-----|--------------------------|---------------|----------------------------------|---|
|           |     |                          | <i>Self</i>   | <i>Kellogg Community College</i> | <i>Yes</i>  |
|           |     |                          | <i>Spouse</i> |                                  |   |
|           |     |                          | <i>Child</i>  |                                  |   |
|           |     |                          |               |                                  |   |
|           |     |                          |               |                                  |   |
|           |     |                          |               |                                  |   |

\*For any household member who will be enrolled at least half time (6 credits) in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2022, and June 30, 2023, include the name of the college. If more space is needed, provide a separate page with the student's name and ID number at the top.

**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.

**Part III. STUDENT INCOME INFORMATION**

**a. Tax Return Filers** — Complete this section if you, the student (**and/or your spouse**, if married), has filed or will file a 2020 tax return with the IRS. You have already used the IRS Data Retrieval Tool (DRT), which is part of your FAFSA. For assistance using the DRT see instructions on the last page of this worksheet. If you or your spouse have filed an Amended 2020 IRS Federal Tax Return, contact the FAO.

**Check the box that applies:**

- I have filed a 2020 Federal IRS Tax Return and have used the DRT through FAFSA
- I will file and have NOT yet used the IRS DRT through FAFSA, however I will use the DRT later
- I was UNABLE or chose not to use the DRT through FAFSA, and will submit one of the following:
  - ✓ Attach your signed *2020 1040 Federal Tax Return* or *Tax Return Transcript* to this worksheet
  - ✓ Submit *Tax Return Transcript* at a later date

To obtain an IRS Tax Return Transcript, go to <https://www.irs.gov/individuals/get-transcript> or call 1-800-908-9946. Make sure to request a **Tax Return Transcript** and NOT the Account Transcript
- I have filed an amended tax return (1040X) and will attach to this worksheet or submit at a later date.

**b. Tax Return Non-filers — Only Select ONE Option.** Complete this section if you, the student (and, if married, your spouse) will not file an IRS Tax Return. **ALL** Non-filers must submit a **2020 “IRS Verification of Non-filing Letter”** which can be retrieved from the IRS online at <http://www.irs.gov/Individuals/Get-Transcript> or by mail by submitting an IRS Form 4506-T, found at [www.irs.gov/pub/irs-pdf/f4506t.pdf](http://www.irs.gov/pub/irs-pdf/f4506t.pdf)

- I was not employed, did not have any income earned from working during the year of 2020
- OR-**
- I was employed however, I was not required to file a 2020 Federal IRS Tax Return. If so, complete the box below and attach the box below and attach the following:
  - ✓ Attach copies of all 2020 W-2’s and/or 1099 forms
  - ✓ Submit a **Household Resources Verification form**, found on webpage or at the FAO

| Name of Employer                       | Amount Earned in 2020       | W-2 Attached? Yes or No |
|--|-----------------------------|-------------------------|
| <i>Suzy’s Auto Body Shop (example)</i> | <i>\$2,000.00 (example)</i> | <i>Yes (example)</i>    |
|  |                             |                         |
|  |                             |                         |
|  |                             |                         |

## Part V. CERTIFICATION AND SIGNATURE

I certify that ALL information reported on this worksheet is complete and correct. The student must sign and date this worksheet. If married, the spouse's signature is optional.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature (optional)

\_\_\_\_\_  
Date

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

### RETURN BY MAIL, EMAIL OR FAX TO:

Kellogg Community College Financial Aid Office  
450 North Avenue  
Battle Creek, MI 49017

Email: [finaid@kellogg.edu](mailto:finaid@kellogg.edu)

Phone: (269) 965-4123

FAX #: (269) 966-4089

## ADDITIONAL ASSISTANCE AND INSTRUCTIONS

### Using the IRS Data Retrieval Tool

- Access your FAFSA at [www.fafsa.gov](http://www.fafsa.gov) and log into your account.
- Once logged in, click on the option to "Make FAFSA Corrections" (this will take you to your completed FAFSA information). If federal taxes have been filed, go to the tax information section and update status to "already completed" taxes. Answer the series of questions that follow. If you answer "no" to each question an option will be provided to "link to IRS".
- Enter your name and address information EXACTLY as it appears on your tax form. If the tool can locate tax information, click the option to "transfer now". If you need to use the IRS Data Tool for the student, repeat steps in the student section of the FAFSA. Once you are done make sure to "next" through the rest of the FAFSA and complete the new submission on the "Sign and Submit" page.

### Requesting an IRS Tax Return Transcript

- Go to [www.irs.gov](http://www.irs.gov), click "Get My Tax Record". Then choose "Get Transcript Online" or "Get Transcript by Mail."
- If you already have an account established, you can log in to access your Tax Return Transcript. To "Get Transcript by Mail" simply chose that option and supply requested the requested information.
- Request can also be made by telephone at (800) 908-9946 or by completing a 4506-T that can be mailed or faxed to the IRS. In any case make sure that you request the "IRS Tax Return Transcript" and NOT "IRS Account Transcript". The transcripts requested by "Get Transcript by Mail", Phone and 4506-T are received within 10 business days from the IRS's receipt of your request.

### Verification of Non-Filing Letter

- Go to [www.irs.gov](http://www.irs.gov), click "Get My Tax Record". Then choose "Get Transcript online". The "Get Transcript Online" tool is currently unavailable for new users. If you already have an account established, you can log in to access a Verification of Non-filing letter.
- Request can also be made by telephone at (800) 908-9946 or by completing a 4506-T that can be mailed or faxed to the IRS. Verification of Non-filing letters requested by phone or 4506-T are generally received within 10 business days from the IRS's receipt of your request.