

**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  
Live Chat Available

**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 and your parents reported on your 2023-2024 FAFSA. A Kellogg Community College Financial Aid Administrator will compare the information on this worksheet. If there are differences, your FAFSA information will need to be corrected. **You and the parent that signed the FAFSA will need to 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 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 parent(s) household. Your household should include:

- The student
- The parents (including a stepparent) even if the student doesn't live with the parents. If parents are unmarried and living together, include information for parent 1 and parent 2.
- The parents' other children if the parents 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 the children do not live with the parents.
- Other people if they now live with the parents and the parents 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	Male or Female M or F	Relationship	College	*Will be Enrolled at Least Half Time (Yes or No)?
			Self	Kellogg Community College	Yes
			Parent		

\* For any household member (excluding parents) who will be enrolled at least half time (6 credits) in a degree or certificate program at an eligible postsecondary educational institution any time during the academic year. *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, have filed or will file a 2021 tax return with the IRS. You may have used the IRS Data Retrieval Tool (DRT) on your 2023-2024 FAFSA. For assistance using the DRT, see instructions on the last page of this worksheet.

**Check the box that applies:**

- I have filed a 2021 Federal IRS Tax Return and have used the DRT through FAFSA
- I was UNABLE or chose not to use the DRT through FAFSA, and I will submit one of the following:
  - ✓ Attach your signed 2021 1040 Federal Tax Return or Tax Return Transcript to this worksheet
  - ✓ Submit Tax Return Transcript at a later date

To obtain a Tax Return Transcript online or by mail, go to [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript).  
OR call IRS at 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:** Complete this section if you, the student did not file a 2021 Federal Tax Return

- I was not employed, did not have any income earned from working during the year of 2021.
- OR-**
- I was employed however, I was not required to file a 2021 Federal IRS Tax Return. If so, complete the box below and attach the following:
  - ✓ Attach copies of all 2021 W-2's and/or 1099 forms

Name of Employer	Amount Earned in 2021	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 IV. PARENT'S INCOME INFORMATION

**a. Tax Return Filers** — Complete this section for parents listed as a household member under Part II of this form. If parents have not already used the IRS Data Retrieval Tool (DRT), please see instructions on the last page of this worksheet.

**Check the box that applies:**

- I, the parent(s), have filed a 2021 Federal IRS Tax Return and have successfully used the DRT through FAFSA
- I, the parent(s), will file and have NOT yet used the DRT, however I will use the DRT later
- I was UNABLE or chose not to use the DRT through FAFSA, and I will submit an IRS Tax Return Transcript separately:
  - ✓ Attach your 2021 Tax Return Transcript to this worksheet or 2021 Federal 1040 Tax Return signed
  - ✓ Submit 2021 Tax Return Transcript at a later date To obtain a Tax Return Transcript online or by mail, go to [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript). OR call 1-800-908-9946.
- I, the parent(s) have filed an amended tax return (1040X) and will attach to this worksheet or submit at a later date.

**b. Tax Return Non-Filers** — If parent(s) **DID NOT** file a 2021 Federal tax return, they are required to submit a 2021 "IRS Verification of Non-filing Letter" which can be retrieved from IRS online at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

**Check the box that applies:**

- I, the parent(s), was not employed and did not earn income from working in 2021.
  - ✓ Complete and submit a **Household Resources Verification Worksheet** — This form can be found online on the Financial Aid webpage or at the FAO.
- I, the parent(s), were employed in 2021 however, I was not required to file a 2021 Federal Tax Return. If so, complete the box below and attach copies of all 2021 W-2's and/or 1099 forms.

Name of Employer	Amount Earned in 2021	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 VI. CERTIFICATION AND SIGNATURE

Each Person signing this worksheet certifies that ALL information reported is complete and correct. The student and one parent must sign and date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
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, YOUR KCC 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.