

**Financial Aid**

450 North Avenue • Battle Creek, MI  
49017-3397 Phone 269-965-4123  
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 contributors information reported on your 2025-2026 FAFSA. A KCC 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, 2025, through June 30, 2026, or if the other children would be required to provide parental information if they were completing a FAFSA for 2025-2026. 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, 2026.

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 2023 tax return with the IRS. If your 2023 income tax return information was not available or could not be used on FAFSA, please provide signed copy of 2023 taxes and applicable schedules.

**Check the box that applies:**

- I have filed a 2023 Federal IRS Tax Return and was able to use the Future Act Direct Data Exchange (FA-DDX) on FAFSA
- I was UNABLE to use the FA-DDX tool on the FAFSA, and I will submit one of the following:
  - ✓ Attach your signed 2023 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 2023 Federal Tax Return

- I was not employed, did not have any income earned from working during the year of 2023.
- OR-**
- I was employed however, I was not required to file a 2023 Federal Tax Return. If so, complete the box below and attached the following:
  - ✓ Attach copies of all 2023 W-2's and/or 1099 forms

Name of Employer	Amount Earned in 2023	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 were unable to use the FA-DDX tool on the FAFSA, go to [www.studentaid.gov](http://www.studentaid.gov) for assistance with including parents tax information on the FAFSA.

**Check the box that applies:**

- I, the parent(s), have filed a 2023 Federal IRS Tax Return and have used the FA-DDX on the FAFSA
- I was UNABLE to use the FA-DDX tool on the FAFSA, and I will submit a signed 1040 IRS Individual Federal Tax Return or IRS Transcript separately:
  - ✓ Attach your 2023 Tax Return Transcript to this worksheet or signed 2023 Federal 1040 Tax Return
  - ✓ Submit 2023 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. Make sure to request a Tax Return Transcript.
- 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 2023 Federal tax return, they are required to submit a 2023 "IRS Verification of Non-filing Letter" which can be retrieved from IRS online at <https://www.irs.gov> or by submitting an IRS Form 4506-T.

**Check the box that applies:**

- I, the parent(s), was not employed and did not earn income from working in 2023.
  - ✓ 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), was employed in 2023 however, I was not required to file a Federal Tax Return. If so, complete the box below and attach copies of all 2023 W-2's and/or 1099 forms.

Name of Employer	Amount Earned in 2023	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

## ADDITIONAL ASSISTANCE AND INSTRUCTIONS

### Future Act Direct Data Exchange FA-DDX

- The Future Act amends the Internal Revenue Code (IRC) to authorize Federal Student Aid (FSA) to receive individuals' FTI directly from the IRS. The Future Act enables a Direct Data Exchange (DDX) which allows data and information directly from the IRS in efforts to simplify the FAFSA application process.
- The FA-DDX, which replaced the IRS Data Retrieval Tool, will transfer contributors' federal tax information automatically. Contributors' must provide consent and approval to obtain their tax information via direct data exchange. To ensure information is secure, tax information will not display on the FAFSA site or the FAFSA Submission Summary.

### 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.