



# 2024-2025 V1 Independent Verification Worksheet

Office of Financial Aid  
1300 S Country Club Road – El Reno, OK 73036  
405-422-6250 – Fax: 405-422-1463

Your application was selected for review in a process called “Verification.” In this process RCC will be comparing information from your FAFSA application against the information on this form, your (and your spouse’s, if you are married) 2022 IRS Tax Return Transcript, W-2 forms or other financial documents. The law says we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, you or RCC may need to make corrections.

Complete this verification form and submit it to the Financial Aid Office at Redlands Community College as soon as possible, so that your financial aid won’t be delayed.

### What you should do

1. Collect your (and your spouse’s) financial documents (2022 IRS Tax Return Transcript(s), W-2 forms, etc.).
2. Talk to your financial aid administrator if you have questions about completing this worksheet.
3. Complete and sign this worksheet.
4. Submit the completed worksheet, tax forms, and any other documents RCC requests.
5. RCC will compare information on this worksheet and any supporting documents with the information you submitted on your FAFSA. You or the Financial Aid Office at RCC may need to make corrections.

## A. Independent Student’s Information

Name: \_\_\_\_\_ SSN/Student ID: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## B. Independent Student’s Family Information

List below the people in your household. Include:

- Yourself, and your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from **July 1, 2024 through June 30, 2025**, or if the child would be required to provide your information if they were completing a FAFSA for 2024-2025. 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, 2025**.

Include the name of the college for any household member who will be enrolled at least half time, in a degree, diploma, or certificate program at a postsecondary educational institution any time **between July 1, 2024 and June 30, 2025**. If more space is needed, attach a separate page with your name and student ID at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
		Self	Redlands Community College	

## C. Independent Student's Income Information to Be Verified

**1. TAX RETURN FILERS—Important Note:** If you (or your spouse, if married) filed, or will file, an amended 2022 IRS tax return, you must contact your financial aid administrator before completing this section.

**INSTRUCTIONS:** Complete this section if you, the student, filed or will file a 2022 income tax return with the IRS.

- The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to FAFSA.gov, log in to your FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2022 IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.

**Check the box that applies:**

I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's) 2022 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *Your school will use the IRS information that was transferred in the verification process.*

I, the student, have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but I will use the tool to transfer my (and, if married, my spouse's) 2022 IRS income information into my FAFSA once I have filed my 2022 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. The school cannot complete the verification process until the IRS information has been transferred into the FAFSA.*

I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school **2022 IRS Tax Return Transcript**—not a photocopy of the income tax return. *To obtain an IRS Tax Return Transcript, go to www.irs.gov and click on the “Get a Tax Transcript” link under Tools, or call 1-800-908-9946. Then Click on “Get Transcript by MAIL”. Make sure to request the “IRS Tax Return Transcript” and not the “IRS Tax Account Transcript.” Please use the address on file with the IRS (normally this will be the address used when your 2022 IRS tax return was filed).*

Check here if your (and, if married, your spouse) IRS Tax Return Transcript(s) is attached to this worksheet.

Check here if your (and, if married, your spouse) IRS Tax Return Transcript(s) will be submitted to the school later. Verification cannot be completed until the IRS Tax Return Transcript(s) has been submitted to your school.

**2. TAX RETURN NONFILERS**—Complete this section if you, the student (and, if married, your spouse), will not file and is not required to file a 2022 income tax return with the IRS.

**Check the box that applies:**

The student (and, if married, your spouse) was not employed and had no income earned from work in 2022.

The student (and/or the student's spouse, if married) was employed in 2022 and has listed, on the next page, the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form is attached. Attach copies of all 2022 W-2 forms issued to you (and, if married, to your spouse) by employers. *List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with student's name and student ID number at the top.*

Employer's Name	2022 Amount Earned	IRS W-2 Attached?

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.

## D. Independent Student's Other Information to Be Verified

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### 1. SNAP (food stamps)

Check here if one of the persons listed in Section B of this worksheet received benefits from the Supplemental Nutrition Assistance Program (SNAP) (formerly known as food stamps) in 2022 or 2023. If asked by the student's school, I will provide documentation of the receipt of SNAP benefits during 2022 and/or 2023.

### 2. CHILD SUPPORT PAID

Check here if either I, or if married, my spouse who is listed in Section B of this worksheet, paid child support in 2022. I have indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2022 for each child. If asked by my school, I will provide documentation of the payment of child support. *If more space is needed, attach a separate page with the student's name and student ID number at the top.*

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support was Paid	Amount of Child Support Paid in 2022

## E. Certification and Signature

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

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date