

Student Name (please print): _____ Student ID: _____

**Your FAFSA application was selected for review in a process called verification.
Before any awarding can take place, this process must be completed.**

A. Instructions for Tax Return Filer: Please read to understand your choices:

- Using the Direct Data Exchange (DDX) is the preferred way to verify income. If you have not already used the tool, go to studentaid.gov and select *Apply for aid*, log in to the FAFSA. Select "*Make FAFSA Corrections*" and navigate to the Financial Information section of the form. Follow instructions to determine if the student and/or student's parent(s) can use the IRS DDX for 2022 tax information to FAFSA.
- Provide a signed copy of your 2022 IRS 1040/1040X. No typed signatures or PIN numbers are accepted, you must provide a wet signature. If your taxes were prepared by a tax professional, their information with PTIN must be provided in lieu of the taxpayer's wet signature.
If you filed a Foreign Tax return, we will need signed (wet) copies with W-2 equivalents. Please contact our office if you cannot provide Foreign Tax documents for alternative options.
- If you are unable to use the Direct Data Exchange (DDX) or do not choose to use the tool, you will need to supply a 2022 tax return transcript. Go to [Get Transcript | Internal Revenue Service \(irs.gov\)](https://www.irs.gov/irb/2022-12/revproc/2022-12-01-02.html) to obtain and print your tax return transcript OR call 1-800-908-9946. Make sure you request the "IRS tax return transcript" and NOT the "IRS tax account transcript".

B. Instructions for NON-TAX Return Filers:

Complete this section if the student, or spouse (if married), or student's parent(s) (for dependent students) will not file and is not required to file a 2022 income tax return with the IRS.

Check the box that applies:

<input type="checkbox"/> The student and/or spouse will not file a 2022 tax return	<input type="checkbox"/> The parent will not file a 2022 tax return
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To get an IRS Tax Return Transcript, Verification of Nonfiling Statement, and/or Wage and Income Transcript:

- Online: Go to the IRS website, select "Get Your Tax Record." Select "Get Transcript Online" or "Get Transcript by Mail." Make sure to request the "Return Transcript," not the "Account Transcript" if you are requesting the federal tax forms.
- By Phone: Call 1.800.908.9946 (IRS Tax Return Transcript only)
- Through a Paper Request Form: IRS Form 4506-T. Check box 6a for return transcript and/or box 8 for a Wage and Income transcript. Or IRS Form 4506T-EZ (IRS Tax Return Transcript only). The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

****Only dependent students that are listed on a parent 2022 tax return are omitted from providing documentation.***

**Provide copies of all 2022 IRS W-2 forms issued to
the student, or spouse (if married), or student's parent(s) (for dependent students)**

Employer's Name	2022 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

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

C. Family Size:

See the instructions below to determine who will be included as part of your household. Do not include family members who pay toward household expenses or pay their own expenses.

1. Yourself	2. Your Spouse if Married -OR- Your Parent(s) <i>Including Stepparent</i>	3. Your Children -OR- Other Children of Your Parent(s)	4. Other People
Always list yourself first	Even IF you don't live with your parent(s)	IF your parent(s) 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 parental information if they were completing a FAFSA for 2024-2025	IF they now live with you OR your parent(s) and you/parent(s) provides more than half of their support and will continue to provide more than half of their support through June 30, 2025.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Marty Jones(example)</i>	<i>28</i>	<i>Wife</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>	<i>South Piedmont Community College</i>	

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Certification and Signature

I certify that all the information reported on this worksheet is complete and correct.

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 (Required) Student Name (Print) Date

Parent's Signature (If Student is Dependent) Parent Name (Print) Date

Continue to the next page for an additional step required to complete your verification



Identity and Statement of Educational Purpose

2024-2025 Academic Year

Student's Name (please print): _____ Student ID: _____

If the student is unable to appear in person at South Piedmont Community College to verify his or 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. 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
(Print Student's Name)

this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending South Piedmont Community College for 2024-2025.

Student's Signature

Date

SPCC Student Affairs Staff Signature

Date

(To Be Signed in the Presence of a Notary)

Notary's Certificate of Acknowledgement

State of _____ County of _____ On _____,
(Date)

before me, _____,
(Notary's name)

personally appeared, _____, and provided to me
(Printed name of signer)

on basis of satisfactory evidence of identification _____
(Type of unexpired government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal
(seal)

(Notary signature)

My commission expires on _____
(Date)

