



**V5- DEPENDENT
VERIFICATION WORKSHEET**

The U.S. Department of Education has selected your FAFSA for review in a process called "verification." SCCC is required to collect information in this format to confirm that you have entered correct information on your FAFSA. The law requires completion of verification before awarding and/or disbursing federal aid. If there are differences between your FAFSA application and your verification documentation, electronic corrections to your FAFSA may be required. Contact SCCC Financial Aid at (620) 417-1110 if you have questions.

INSTRUCTIONS

1. Complete all sections of this worksheet **in full**.
2. Requested documents **must** be submitted within **30 days** of the initial request to be considered for all available financial aid.
3. Please return all documents requested to Hobbie Academic Building, Office A135, Office of Student Financial Aid, P.O. Box 1137, Liberal, KS 67905-1137.

A. Student Information

Last Name	First Name	M.I.	SCCC ID
Address (include apt. no.)			Date of Birth
City	State	Zip Code	Phone Number (include area code)

B: Student Family Size Information

List below the people in the parents' household.

Include:

- The student. (Yourself)
- The parents (including a stepparent).
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2026, through June 30, 2027, or if the other children would be required to provide parental information if they were completing a FAFSA for 2026-2027.
- Other people if they now live with the parents and the parents provide more than half of the other person's financial support, and will continue to provide more than half of that person's financial support through June 30, 2027.

Full Name <i>Example: John Doe</i>	Age <i>Example: 20</i>	Relationship <i>Example: Sister</i>	Parent supports more than 50% (Yes or No) <i>Example: Yes</i>

The provided criteria for "other" people aligns with the requirement that family size align with whom the parent could claim as a dependent on a US Tax Return at the time of completing the 2026-2027 FAFSA.

C. Student Tax Information

As part of federal student aid eligibility, students will be required to consent and approve sharing and importing income and tax information from the IRS, using the Direct Data Exchange (DDX), to the FAFSA form, even if the attempt to obtain or use such data is ineffective. *In most cases, no further documentation is needed to verify 2024 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.*

If 2024 income tax return information for the student was not available or could not be used, the student must provide SCCC with the 2024 IRS Tax Return Transcript(s) or a signed copy of the 2024 income tax return and applicable schedules.

1. Were you required to file a 2024 Federal Income Tax Return? (Check **ONE** box below)

☐ **YES.** You must provide income information on the FAFSA using the DDX, OR provide an IRS tax return transcript, OR provide a signed copy of your 2024 federal tax return including supporting schedules, forms and W-2's.

☐ **NO, BUT I EARNED WAGES.** Complete the chart below and attach all 2024 W-2's.

Employer Name	2024 Wages

D. Parent(s)' Information

As part of federal student aid eligibility, parents will be required to consent and approve sharing and importing income and tax information from the IRS, using the Direct Data Exchange (DDX), to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the parent(s) file separate 2024 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. *In most cases, no further documentation is needed to verify 2024 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.*

If 2024 income tax return information for the parent(s) was not available or could not be used, the parent(s) must provide SCCC with the 2024 IRS Tax Return Transcript(s) or a signed copy of the 2024 income tax return and applicable schedules.

1. Were you required to file a 2024 Federal Income Tax Return? (Check **ONE** box below)

☐ **YES.** You must provide income information on the FAFSA using the DDX, OR provide an IRS tax return transcript, OR provide a signed copy of your 2024 federal tax return including supporting schedules, forms and W-2's.

☐ **NO.** Complete the chart below and attach all 2024 W-2's. You must also provide a Confirmation of Non-Filing from the IRS

Employer Name	2024 Wages

A 2024 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by Mail** – Go to www.irs.gov, click 'Get Your Tax Record'. Click 'Get Transcript by Mail'. Make sure to request either the 'Return Transcript' or 'Confirmation of Non-Filing' and NOT the 'Account Transcript'. The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript Online** – Go to www.irs.gov, click 'Get Your Tax Record'. Click 'Get Transcript Online'. Make sure to request the 'Return Transcript' and NOT the 'Account Transcript'. To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.

E. Identity Verification- (choose one of the three options below)

1. Appear in Person

The student must appear in person at Seward County Community College to verify his or her identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID

(Student's Signature)

(Date)

(School Official Signature)

2. Via Notary

If the student is unable to appear in person, the student may obtain a notary's signature by completing the following in the presence of a Public Notary

Present a valid government-issued photo identification (ID) that is acknowledged in the notary statement below, must be presented to the notary. Forms of acceptable identification can be, but not limited to a driver's license, other state-issued ID, or passport;

Notary's Certificate of Acknowledgment

State of _____ City/County of _____ on _____
(date) before me, _____ (Notary's Name)

Personally appeared, _____ (Printed name of signer) and provided to me on basis of satisfactory evidence of identification _____ (Type of 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)

***A copy of the student identification must accompany this notarized documentation. ***

3. Via Zoom Meeting Call (only permitted if option 1 and/or 3 are not possible)

If the student is unable to appear in person or unable to locate or have access to a Public Notary to verify identity, the student may contact the Seward County Community College Financial Aid Office at 620-417-1110 to schedule a Zoom meeting so that qualified SCCC staff may verify the student's identity. Student must still complete this form and mail a copy of a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state issued ID, or passport with this document.

Scheduled Zoom Meeting

Date: _____

Time: _____

(Student's Signature)

(School Official Signature)

(Date)

F. High School Completion Status

Provide one of the following documents that indicate the student’s high school completion status when the student will begin college in 2026-2027:

- A copy of the student’s high school diploma.
 - A copy of the student’s final official high school transcript that shows the date when the diploma was awarded.
 - A copy of the "secondary student leaving certificate" (or other similar document for students who completed secondary education in a foreign county and are unable to obtain a copy of their high school diploma or transcript.)
- Recognized Equivalent of High School Diploma
- A copy of the student’s General Educational Development (GED) transcript.
 - A State certificate or transcript received by a student after the student has passed a State-authorized examination (HiSET, TASC, or other State-authorized examination) that the State recognizes as the equivalent of a high school diploma;
- Homeschool
- If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
 - If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting is required.

G. Certifications and Signatures

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

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent (for dependent students only) whose information was reported on the FAFSA must sign and date.

Print Student’s Name

Student ID

Student’s Signature

Date

Parent’s Signature

Date