



Your 2022-2023 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Financial Aid Office. The office may ask for additional information. If you have questions about verification, contact the Financial Aid Office as soon as possible so that your financial aid will not be delayed.

**\*\*\*FORMS MUST BE COMPLETED IN BLACK INK ONLY\*\*\***

**A. Independent Student's Information (please print):** (Sections A - D must be completed)

Student's Last Name	Student's First Name	Student's M.I.	Student's A Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email <span style="float: right;">@student.coastalalabama.edu</span>
Student's Home Phone Number (include area code)			Student Alternate or Cell Phone Number

**B. Independent Student's Family Information**

List the people in your household including:

- Yourself and your spouse if you are married
- Your children, and/or step-children, if you will provide more than half of their support from July 1, 2022, through June 30, 2023 even if they do not live with you, and
- 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, 2023.

Write your name on the first line, and then names of all household members in the space below. Then, write in the name of the college for any household member who will be attending at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2022 and June 30, 2023. If you need more space, attach a separate page.

FULL NAME	AGE	RELATIONSHIP	COLLEGE	Will be Enrolled at Least Half Time?
		SELF	Coastal Alabama Community College	

**C. Tax Forms and Income Information**

Student Check One	IF YOU FILED TAXES...	Spouse Check One
<input type="checkbox"/>	I <u>have used</u> the IRS Data Retrieval Tool to retrieve and transfer my 2020 IRS income information into the student's FAFSA.	<input type="checkbox"/>
<input type="checkbox"/>	I <u>have not used</u> the IRS Data Retrieval Tool when filing the FAFSA on the web. I have attached my <u>2020</u> U.S. <u>Tax Return Transcript</u> to this worksheet. Please note that a tax return transcript is not the same as your original 1040 tax filing. To request a <u>Tax Return Transcript</u> online or by mail, from the Internal Revenue Service go online to <a href="http://www.irs.gov">www.irs.gov</a> . Make sure to request the "IRS Tax Return Transcript", <u>not</u> the "Tax Account Transcript". Transcripts can be ordered via their Automated Telephone Request service at 1-800-908-9946. If using the Paper Request Form 4506-T-EZ or 4506-T, first, have the transcript sent to your own address, and then turn in a copy with your verification form. Verification cannot be completed until all transcripts are in.	<input type="checkbox"/>

Student Check One	IF YOU DID NOT FILE TAXES – a non-filers statement from the IRS is <i>required</i>	Spouse Check One			
<input type="checkbox"/>	<p><b>Check here if either you and/or your spouse were <u>not employed</u> and had no income earned from work in 2020. <u>Both are required to submit a non-filers statement from the IRS.</u> Proceed to Section D below.</b></p> <p>To request the non-filers statement you can go to <a href="http://www.irs.gov">www.irs.gov</a> and complete the form 4506-T. Have the letter sent to your own address, and then turn in a copy with your verification form. Verification cannot be completed until confirmation of non-filing has been provided.</p>	<input type="checkbox"/>			
<input type="checkbox"/>	<p>Check here if you and/or your spouse <b><u>worked, but did not file</u></b>, and were not required to file, a 2020 Federal income tax return. Then list the names of all employers and any income received in 2020 below. <b><u>Copies of your W-2(s) are required.</u></b> Proceed to Section D on next page.</p>	<input type="checkbox"/>			
Student's Employer(s)	2020 Wages	W2 Required	Spouse's Employer(s)	2020 Wages	W2 Required
		YES			YES
		YES			YES

**D. Household Resources/Documentation of Support** (if you reported low or no income, this section **must** be complete. Please attach the **Low Income Statement** form found on our website.)

So that we can fully understand a student's family financial situation, please provide information about any other resources, benefits, and other amounts received by the student and any members of the student's household on the Low Income Statement form found on our website. This may include items that were not required to be reported on the FAFSA or other forms submitted to the financial aid office.

**E. Sign this Worksheet**

By signing this worksheet, each person certifies that all the information reported to qualify for Federal Student Aid is complete and correct. The student must sign and date.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature (optional)

\_\_\_\_\_  
Date

Please note that processing may take 7-10 business days after documents are received. Processing time may be longer during peak processing times.

MAIL, FAX, OR EMAIL THIS FORM USING THE INFO BELOW...

Coastal Alabama Community College  
Financial Aid  
1900 Highway 31 South  
Bay Minette, AL 36507  
FAX: 251-580-2182  
EMAIL: [financial\\_aid@coastalalabama.edu](mailto:financial_aid@coastalalabama.edu)