



www.fhtc.edu  
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 3301 West 18th Avenue | Emporia, Kansas 66801

**Return form to:**  
 Flint Hills Technical College  
 Attn: Financial Aid

## 2023-2024 Independent Verification Worksheet - V1, V5

Your 2023-2024 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 along 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 them to the FHTC Financial Aid office.

### Student Information

Last Name	First Name	M.I.	Date of Birth	FHTC ID#
Address		City	State	Zip Code

### Student's Family Information – Household Members and Number in College

- Number of Household Members:** List the people in the student's household. **Include**
- yourself.
  - your spouse, if married.
  - your or your spouse's children if you or your spouse will provide more than half of their support from July 1, 2023, through June 30, 2024, even if a child does not live with you.
  - other people if they now live with you and you or your spouse provides more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2024.

**Number in College:** List the college any household members will be attending if they are degree-seeking and will be enrolled in 6 or more hours at an eligible postsecondary educational institution for any semester between July 1, 2023 and June 30, 2024.

Name (First & Last)	Age	Relationship to Student	College Student (Yes or No)	College Attending (At least half-time, degree seeking) <i>FHTC</i>
For example: <i>Ima Wrangler</i>	<i>25</i>	<i>self</i>	<i>Yes</i>	



## Income Information to Be Verified

The best way to verify income is by using the IRS Data Retrieval Tool (DRT) when completing or updating the FAFSA. If you did not use the tool, you must provide an IRS 2021 Tax Return Transcript **or** signed copy of your 2021 IRS Federal Income Tax Return (Form 1040, Schedules 1-3). A 2021 IRS Tax Return Transcript may be obtained through:

- Get Transcript by MAIL – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Get Transcript ONLINE – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T  
*With the exception of "Get Transcript ONLINE," transcripts are generally received within 10 business days of the request.*

## Student's Income

**Note: If you and your spouse filed separate 2021 IRS income tax returns, documentation must be provided for both.**

- I used the IRS Data Retrieval Tool when completing/updating the 2023-2024 FAFSA.
- My (and my spouse's) signed 2021 IRS Federal Income Tax Return(s) (Form 1040, Schedules 1-3) **or** 2021 IRS Tax Return Transcript(s) is attached.
- I (or my spouse) was not employed, and had no income earned from work in 2021. Provide documentation from the IRS that indicates a 2021 IRS income tax return was not filed, or a signed statement certifying that the student attempted to obtain confirmation of nonfiling from the IRS and was unable to obtain the documentation. A Verification of Nonfiling Letter from the IRS for 2021 can be requested by submitting to the IRS Form 4506-T and checking box 7.
- I (or my spouse) will not file and am not required to file a 2021 IRS Federal tax return and have listed below the names of all employers, the amount earned from each employer in 2021 and whether an IRS W-2 form is provided. A copy of all 2021 W-2s received must be submitted. List every employer even if they did not issue an IRS W-2 form. Provide documentation from the IRS that indicates a 2021 IRS income tax return was not filed, or a signed statement certifying that the student and/or spouse attempted to obtain confirmation of nonfiling from the IRS and was unable to obtain the documentation. A Verification of Nonfiling Letter from the IRS for 2021 can be requested by submitting to the IRS Form 4506-T and checking box 7.

Name of Employer	2021 Amount Earned	W-2 attached (yes or no)
<i>Complete this section only if you did <b>NOT</b> file taxes for 2021</i>		

## Certification and Signatures

By signing this worksheet, I/we certify that all the information reported on this worksheet to qualify for Federal student aid is complete and correct. The student must sign and date.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (optional)

\_\_\_\_\_  
Date

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