

Your FAFSA application has been selected for a process called verification. Please complete all parts of this worksheet and return to the Financial Aid Office. Notice: incomplete forms may delay processing.

<b>A. Student Information</b>
Student's Name: _____ Date of Birth _____ CCC ID: _____

**B. Household Information** – List the members in your household. Attach an additional sheet if necessary.  
Please include: yourself and your spouse (if legally married), your children/step-children, if you will provide more than half of their support between July 1, 2024 and June 30, 2025, 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 you will continue to provide more than half of their support between July 1, 2024 and June 30, 2025.

Full Name	Relationship to Student	Age	Enrolled in College at least half-time (check one)		College
	Self				Clackamas Community College
	<input type="checkbox"/> Spouse		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Child/other:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Child/other:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Child/other:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Child/other:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**C. Federal Tax Return Filing Status – Student (and Spouse, if married). Please select the appropriate response.**

- I filed my 2022 Tax Return and successfully used the IRS Direct Data Exchange (FA-DDX). **Tax Transcript not required.**
- I filed my 2022 Tax Return and was unable to use the IRS Direct Data Exchange (FA-DDX). **Submit: Copy of [2022 Tax Return Transcript](#).** If married and you and your spouse filed separate 2022 Tax Returns, **submit: Copy of [2022 Tax Return Transcripts](#) for both you and your spouse.**
- I amended my taxes after originally filing my 2022 Tax Return and will submit:
  - [2022 Tax Return Transcript](#)
  - 2022 (signed) IRS 1040X form
  - If married and you filed separate 2022 Income Tax Returns, you must submit signed copies of 2022 Tax Returns and Schedules 1, 2 & 3 or [2022 Tax Return Transcripts](#) and Signed IRS 1040X form for both you and your spouse.
- I (and/or my spouse, if applicable) will not and am not required to file a federal tax return. I was not employed and earned no income from work in 2022. **\*\*If Non-filing of foreign income tax returns. Provide Verification of Non-filing for individuals who would file a return with a relevant tax authority other than the IRS dated on or after October 1, 2023 (e.g. foreign income tax return).**
- I (and/or my spouse, if applicable) had income earned in 2022 and did not/was not required to file a federal Tax Return. The source(s) and amounts of income are listed below:

Employer's Name	2022 Earned Amount	IRS W-2/1099 Attached	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

\*IRS Verification of Non-Filing Letters can be requested by checking box 7 and 8 (if no W-2s provided) on [IRS Form 4506-T](#). **Notice:** 2022 IRS Verification of Non-Filing Letters must be dated on or after October 1, 2023.

**D. Certification and Signatures** – Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student whose information was reported on the FAFSA must sign and date. Warning! If you purposely give false or misleading information you may be fined, sentenced to jail, or both.

Student Signature: _____	Date _____
Spouse Signature: _____ <small>(optional)</small>	Date _____

**This worksheet must be hand signed and dated to be valid. Typed signatures are not valid.**

Verification is a process that compares the information you reported on your FAFSA to federal income tax and other information. It is important to know that your selection for verification does not necessarily mean that there is incorrect information on your FAFSA. The Department of Education selects students for verification randomly, and schools like Clackamas Community College (CCC) are required to complete the review before awarding financial aid.

If you are selected for verification, CCC will request documentation from you necessary to complete the verification process.

To be eligible for most types of financial aid, verification must be completed before the end of the term for which you are applying for financial aid so the financial aid offer can be created, accepted and loans originated with the US Department of Education. However, if you are eligible for the Federal Pell Grant, the deadline for completing verification for the Federal Pell Grant only is 120 days after the end of the term for which you are applying for financial aid. There is a final deadline for Pell grant payments in September 2025 that has not been published by the US Department of Education at the time of this publication. Failure to submit all verification materials by these deadlines will result in no financial aid being awarded to you and you will be responsible for any balance incurred at CCC. See Financial Aid Deadlines Calendar.

To ensure timely disbursement of your financial aid, we recommend that you submit all documentation to us as early as possible, but no later than the following dates:

Term	Recommended Timeline	Term	Recommended Timeline
Summer Term 2023	ASAP	Winter Term 2024	September 30, 2024
Fall Term 2023	June 24, 2024	Spring Term 2024	January 6, 2025

**Non-Tax Filers (for non-IRS tax authority):**

**(Uncommon)** Provide verification of non-filing for individuals who would file a return with a relevant tax authority **other than the IRS** dated on or after October 1, 2023 (e.g. foreign income tax return).

Note: If the parent has made a good faith attempt to obtain verification of non-filing, but is unable to obtain a verification/confirmation of non-filing from the relevant tax authority other than the IRS, the school may accept as a replacement for the verification/confirmation of non-filing a signed statement certifying that the individual attempted to obtain.

As we continue the process, our staff may need additional or follow-up information from you. This is normal and may simply be the result of unclear or conflicting information that requires resolution. Because each student is unique, we never know exactly what each verification will entail until we begin reviewing your documents. These requests are made through [Self-Service](#) and your myClackamas student email, so please check your account frequently.

If you have unique tax situations such as having a current extension to file your 2022 taxes, you filed an amended 2022 tax return, you are a victim of IRS tax-related identify theft that impacted your 2022 taxes or you file a tax return in a country other than the US, please contact our office at [finaid@clackamas.edu](mailto:finaid@clackamas.edu) for additional guidance.