

**Return this form to:**  
**Mail:** HCC Financial Aid  
 606 West Main  
 Highland KS, 66035  
**Email:** [financialaid@highlandcc.edu](mailto:financialaid@highlandcc.edu)  
**Fax:** 785-442-6106  
**Phone** 785-442-6000 ext. 2002

## 2023-24 Verification Worksheet for Dependent Student

### A. Student Information

\_\_\_\_\_  
 Last name First Name MI Student ID

\_\_\_\_\_  
 Date of Birth Phone Number E-mail Address

\_\_\_\_\_  
 Parent Name Parent Phone Number Parent E-mail Address

**All sections must be complete.**  
**Financial aid cannot be offered until verification is complete.**

### B. Household Information

- What is the current marital status of your parent(s) who is(are) listed on your FAFSA?  
 Never Married     Married/Remarried     Unmarried Parents Living Together  
 Widowed     Separated     Divorced
- Effective date of marital status selected above: \_\_\_\_\_ (Month/Year) Leave blank if Never Married
- Instructions for table
  - Line 1: List yourself even if you do not live with your parent(s)
  - Lines 2 & 3: List your parent(s)/stepparent
  - Lines 4-6: List other children of your parent(s) ONLY if your parent(s) will provide more than half of their support between July 1, 2023 and June 30, 2024.
  - List other people who live with your parent(s) if your parent(s) will provide more than half of their support between July 1, 2023 and June 30, 2024.

Full Name of Those in Your Household	Age	Relationship to Student (brother, sister, etc.)	Parent: Do you provide more than half of the financial support for this person?	Name of College Currently Attending
1.		Self (Student)	_____	Highland Community College
2.		Parent 1	_____	N/A
3.		Parent 2/Stepparent (if living in the same home)	_____	N/A
4.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.			<input type="checkbox"/> Yes <input type="checkbox"/> No	

If you need more space, attach a separate page.

**C. 2021 Tax Return Information – Select the appropriate responses.**

**Student Tax Filing Status (Select Only One)**

- I filed my 2021 Federal Tax Return and successfully used the IRS Data Retrieval Tool via the FAFSA.
- I filed my 2021 Federal Tax Return and either chose not to or was unable to use the IRS Data Retrieval Tool.
  - Submit your Signed 2021 IRS Tax Form 1040 and Schedules 1, 2, & 3 (if applicable) and all W-2s
- I amended my 2021 Federal Tax Return
  - Submit your Signed 2021 IRS Tax Form 1040 and Schedules 1, 2, & 3 (if applicable) and all W-2s
  - AND your Signed 2021 IRS Tax Form 1040X
- I will but have not yet filed my 2021 Federal Tax Return

- I am not required to and will not file taxes for 2021. Select the most appropriate answer:
  - I was not employed and earned no income in 2021.
  - I earned income from work, but was not required to file a return in 2021.
    - Include a copy of all W-2s from all employers

Did you earn Federal Work Study (FWS) funds in 2021?

\_\_\_ Yes \_\_\_ No

- If yes, what is the total amount of FWS earned in 2021? \_\_\_\_\_
- At what college did you earn FWS?  
\_\_\_\_\_
- Attach a copy of your Federal Work Study 2021 W-2

**Parent(s) Tax Filing Status (Select Only One)**

- My parent(s) filed the 2021 Federal Tax Return and successfully used the IRS Data Retrieval Tool via the FAFSA.
- My parent(s) filed the 2021 Federal Tax Return and either chose not to or were unable to use the IRS Data Retrieval Tool.
  - Submit their Signed 2021 IRS Tax Form 1040 and Schedules 1, 2, & 3 (if applicable) and all W-2s
- My parent(s) amended their 2021 Federal Tax Return
  - Submit their Signed 2021 IRS Tax Form 1040 and Schedules 1, 2, & 3 (if applicable) and all W-2s
  - AND their Signed 2021 IRS Tax Form 1040X
- My parent(s) will but have not yet filed the 2021 Federal Tax return

- My parent(s) are not required to and will not file taxes for 2021.\*\*  
Mark one of the following:
  - My parent(s) were not employed and earned no income in 2021.
  - My parent(s) earned income from work, but were not required to file a return in 2021.
    - Include a copy of all W-2s from all employers

**\*\*If your parent(s) did not file taxes in 2021, they must provide HCC with a Non-Filing Letter from the IRS.**

To request a Non-filing Letter, go to [www.irs.gov](http://www.irs.gov), click on "Forms & Instructions", click on 4506-T, complete lines 1-4, check the box on #7, on line 9 enter 12/31/2021. Sign and mail the form to the IRS.

**C. Sign this Worksheet - At least one parent must sign.**

By signing this worksheet, we certify that all the information reported on this worksheet is true and accurate.

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Parent: \_\_\_\_\_

Date: \_\_\_\_\_

Signatures must be handwritten; digital signatures not accepted.

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