



Financial Aid
303 University Avenue, Newark, NJ 07102-1798
p: 973-877-3200
Room 3220 | www.essex.edu/fa

2023-24
VERIFICATION WORKSHEET
Please print or type clearly.

Student Last Name	First Name	ECC ID#	Home Phone	Cell Phone

Your application was selected for review in a process called "Verification." Verification is a process governed by Federal and/or State regulations and is used to ensure that the information applicants report on the *Free Application for Federal Student Aid* (FAFSA®) is accurate. In this process, Essex County College will compare information from your 2023-2024 FAFSA® with this worksheet, if applicable, copies of 2021 U.S. Federal Income Tax Transcripts, or with W-2 forms or other financial documents. Information retrieved using the Internal Revenue Service (IRS) Data Retrieval Process and not subsequently changed is considered acceptable documentation for IRS-related information, and your IRS Federal Tax Return Transcript will not be required.

The law requires us to ask for this information before awarding Federal aid. If there are differences between your application information and your financial documents, Essex County College will need to make corrections. If you do not complete this form or submit all of the required documents requested, we will not be able to complete the processing of your financial aid. Contact us if you have any questions. Please read and complete all sections below.

If you, your parent(s) and/or your spouse received child support, please indicate the total yearly amount below:

2021 Child Support received:	Parent (s): \$	Student / Spouse: \$
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SECTION 1: HOUSEHOLD INFORMATION

<input type="checkbox"/>	<u>DEPENDENT STUDENTS – Include below:</u> <ul style="list-style-type: none">• Yourself and your parents (including a stepparent) even if the student doesn't live with the parents.• The parents' other children if the parents will provide more than half of the children's support from July 1, 2023 and June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023-2024. Include children who meet either of these standards, even if a child does not live with the parents.• Other people if they now live with the parents and the parents provide 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.	<input type="checkbox"/>	<u>INDEPENDENT STUDENTS – Include below:</u> <ul style="list-style-type: none">• Yourself (and your spouse) if the student is married.• The student's or spouse's children, if the student or spouse will provide more than half of the children's support from July 1, 2023 through June 30, 2024, even if a child does not live with the student.• Other people if they now live with the student and the student or 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.
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List the people in your household based on your dependency status as indicated above. Also write the name of the college for any household member, excluding your legal parent(s), who will be **attending a degree, diploma or a certificate program in college at least half time** between July 1, 2023 and June 30, 2024.

	FULL NAME (First and Last)	RELATIONSHIP	AGE	NAME OF COLLEGE
1.		SELF		ESSEX COUNTY COLLEGE
2.				
3.				
4.				
5.				

SECTION 2: TAX FILERS MUST PROVIDE IRS TAX INFORMATION (2 OPTIONS)

If you did NOT retrieve and transfer your (and your spouse's, if married), and/or your legal parent(s)' income tax return information using the IRS Data Retrieval Process when initially completing the FAFSA® online, you can make corrections using FAFSA® website to subsequently transfer this information. If we receive a corrected FAFSA® indicating that the transfer was successful, the 2021 IRS FEDERAL TAX TRANSCRIPT document request for you (and your spouse, if married) and/or your legal parent(s) will be removed. Check the status of this requirement at myecc.essex.edu.

If you did not utilize the IRS Data Retrieval process to retrieve and transfer your information, you must submit a copy of your **2021 IRS FEDERAL TAX RETURN TRANSCRIPT**. Copies of **tax returns** (IRS 1040, 1040A, 1040EZ) **will no longer be accepted** with the exception of tax returns from Puerto Rico or foreign income tax returns. If you amended your tax return after you filed, you must **also** provide a copy of the **2021 IRS FEDERAL TAX ACCOUNT TRANSCRIPT**.

To obtain an IRS Tax Transcript: <https://www.irs.gov/individuals/get-transcript>.

SECTION 3: NON-TAX FILERS MUST NOT LEAVE BLANK-enter -0-and "None" if applicable

If you, your parent(s), and/or your spouse did not file and are not required to file a 2021 U.S. Federal Income Tax Return, you must list below all employers and any income received in 2021 for you, your parent(s), and/or your spouse. If you did not file a tax return and are required to as stated in IRS Publication 17, your financial aid file will be incomplete until you file and submit a copy of your IRS Tax Transcript.

Attach copies of all 2021 W-2 forms issued to you. List every employer in "Source of Income" even if the employer did not issue an IRS W-2 form. **Attention: Copies of W-2 may be requested directly from the IRS if you misplaced your employer issued copy.**

Check the appropriate box (s) below:		2021 AMOUNT (\$)	SOURCE OF INCOME
<input type="checkbox"/>	Check here if you (the student) will not file and are not required to file a 2021 federal income tax return. Report the amount you earned and source of your 2021 income.		
<input type="checkbox"/>	Use this space to explain why you have not included a W2 Form.		
<input type="checkbox"/>	Check here if your spouse will not file and is not required to file a 2021 federal income tax return. Report the amount earned and source of 2021 income.		
<input type="checkbox"/>	Use this space to explain why you have not included a W2 Form.		
<input type="checkbox"/>	Dependent students: Check here if your parent(s) will not file and are not required to file a 2021 federal income tax return. Report the amount earned and source of 2021 income.		
<input type="checkbox"/>	Use this space to explain why you have not included a W2 Form.		

SECTION 4: ASSETS

Please answer the following questions about yourself and your parents if you are dependent or yourself and your spouse if you are married. You are being asked to report the asset (net worth) of any investment, business and/or cash, savings and checking that you and/or your parents had at the time you completed your FAFSA® because there is information in your file which conflicts with what you originally reported. **In all cases, report figures as of the date you completed your original FAFSA®. Your financial aid package will not be determined until this form is properly completed and submitted to the Office of Financial Aid. The net worth is calculated by first determining the current value of the asset and then reducing the value by any outstanding debt on the asset.** Note that if you or your parents are not sole owners, you need only to report the net worth of the share that is owned by you and/or your parents.

	Student	Parents
Net worth of your and/or your parents' real estate and investments as of the date you filed your FAFSA®		
Business and /or investment farm value		
Total amount of money you and/or your parents had in cash, savings and checking as of the date you filed your FAFSA®		

CERTIFICATION: By signing below, both student and parent(s) acknowledge and confirm that the above is complete and correct. If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both. If your legal parents (s) income is included on this form, the student and at least one legal parent must sign. Note: If your spouse is a non-tax filer, they must sign this verification worksheet. Physical and complete name signatures only.

STUDENT	SPOUSE (IF APPLICABLE)	PARENT (DEPENDENT STUDENTS ONLY)
Signature (Full, no initials)	Signature (Full, no initials)	Signature (Full, no initials)
Student Printed Name	Spouse Printed Name	Parent Printed Name
Date	Date	Date

Submit this completed worksheet and all supporting documentation to the Essex County College Financial Aid Office.
Retain a copy of the completed worksheet and all supporting documentation for your records.