



# 2024-2025 Standard Verification Form (V1)

This form cannot be faxed or emailed.

Return this form to the address below.  
**Labette Community College**  
 Attn: Financial Aid  
 200 South 14<sup>th</sup>  
 Parsons, KS 67357

Your FAFSA was selected for a review process called “**VERIFICATION.**” Return this form with documents attached, if required. If you do not complete the verification process, you forfeit federal student aid eligibility, including student loans. Aid will not disburse if verification is not complete.

<hr/> Student's Name		<hr/> Student ID	
<hr/> Other Names Used (Including Maiden)		<hr/> Student's Date of Birth	
<hr/> Permanent Mailing Address	<hr/> City/State/ Zip	<hr/> Permanent Phone Number	
<hr/> High School Graduation Date	<hr/> GED Completion Date	<hr/> High School Name	

**Have you attended any other college/university?**     **Yes**     **No**  
 If Yes, Please complete the table below. You must provide an official transcript for each institution. **(If LCC has already received your transcript you do not need to resubmit)**

College	Major or Degree	Degree Received	Dates		# of Credits Earned
			From	To	

**24-25 Housing:**     **Off Campus**     **With Parent**

## Household Listing (attach a separate page if necessary)

**If you are a Dependent Student:** List below the people in the parents' household. Include:

- The student.
- The 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, 2024, through June 30, 2025, or if the other children would be required to provide parental information if they were completing a FAFSA for 2024–2025. 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, 2025.

**If you are an Independent Student:** List below the people in the student's household. Include:

- The student.
- The student's 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, 2024, through June 30, 2025, 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, 2025.

Full Name	Age	Relationship	Currently Attending College?	Will be Enrolled at Least Half Time July 1, 2024 through June 30, 2025
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		Student	Labette Community College	

**Student Income Verification: Did the student file taxes for 2022?**

**I filed taxes for 2022.** (Check the box below that applies)

The student and/or spouse (if married) has used the IRS DRT in *FAFSA on the Web* to transfer 2022 IRS income tax return information into the student's FAFSA.

The student and/or spouse (if married) has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2022 IRS income tax Return information into the student's FAFSA.

***If student and spouse filed a separate IRS tax return, the IRS DRT cannot be used and the IRS Tax Return Transcript must be provided for each tax payer. See page 3 for instructions on ordering a Tax Transcript.***

The student and/or spouse (if married) is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a 2022 IRS Tax Return Transcript(s).

***If student and spouse filed a separate IRS tax return, the IRS DRT cannot be used and the IRS Tax Return Transcript must be provided for each tax payer. See page 3 for instructions on ordering a Tax Transcript.***

**I did NOT file taxes for 2022.** (Check the box below that applies)

The student and/or spouse (if married) were not employed and had no income earned from work in 2022.

The student and/or spouse (if married) were employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form or an equivalent document is provided.

***List every employer even if the employer did not issue an IRS W-2 form. Attached another sheet of paper with student name and ID number if more room is needed.***

Employer's Name Provide copies of all 2022 IRS W-2 forms issued to the parents by their employers	Annual Amount Earned in 2022	IRS W-2 Provided?
ABC's Auto Body Shop (example)	\$4,500.00	Yes
Total Amount of Income Earned From Work	\$	

**Independent Students Only:**  
 Non-Tax Filers are required to provide an IRS Verification of Non-Filing Letter. IRS Verification of Non-Filing Letters can be requested by completing IRS Form 4506-T, this form can be found online at: <https://www.irs.gov/forms-pubs/about-form-4506-t>  
 \_\_\_\_\_ (initial here) **By signing this form, I certify that I have attempted to obtain the verification of non-filing letter from the IRS or other tax authorities and was unable to obtain the required documentation.**  
 (I will provide documentation showing I have attempted to obtain IRS Verification of Non-Filing Letter from the IRS or other authorities.)

**Parent Income Verification: Did the parent file taxes for 2022?**

**The parent filed taxes for 2022.** (Check the box below that applies)

- The parent(s) have used the IRS DRT in *FAFSA on the Web* to transfer 2022 IRS income tax return information into the student's FAFSA.
- The parent(s) have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2022 IRS income tax return information into the student's FAFSA.  
**If parents filed a separate IRS tax return, the IRS DRT cannot be used and the IRS Tax Return Transcript must be provided for each parent. See instructions below.**
- The parent(s) are unable or choose not to use* the IRS DRT in *FAFSA on the Web*, and instead will provide the school with 2022 IRS Tax Return Transcript(s).  
**If parents filed a separate IRS tax return, the IRS DRT cannot be used and the IRS Tax Return Transcript must be provided for each parent. See instructions below.**

**The parent did NOT file taxes for 2022.** (Check the box below that applies)

- Neither parent was employed, and neither had income earned from work in 2022.
- One or both parents were employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form or an equivalent document is provided.  
**List every employer even if the employer did not issue an IRS W-2 form. Attach another sheet of paper with student name and ID number if needed.**

Employer's Name Provide copies of all 2022 IRS W-2 forms issued to the parents by their employers	Annual Amount Earned in 2022	IRS W-2 Provided?
<i>ABC's Auto Body Shop (example)</i>	\$4,500.00	Yes
Total Amount of Income Earned From Work	\$	

Verification of Nonfiling by IRS  
 Non-Tax Filers are required to provide an IRS Verification of Non-Filing Letter. IRS Verification of Non-Filing Letters can be requested by completing IRS Form 4506-T. This form can be found online at: <https://www.irs.gov/forms-pubs/about-form-4506-t>  
 \_\_\_\_\_ (initial here) **By signing this form, I certify that I have attempted to obtain the verification of non-filing letter from the IRS or other tax authorities and was unable to obtain the required documentation.**  
 I will provide documentation showing you have attempted to obtain IRS Verification of Non-Filing Letter from the IRS or other authorities

**How to order IRS Tax Return Transcripts, if required:**

- 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 "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- 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 "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

## Authorization to Apply Federal Financial Aid to Non-Institutional Charges and Ineligible Courses

I authorize Labette Community College to apply any excess Title IV (Pell, SEOG, Direct and PLUS Loans, etc.) funding to any non-institutional charge or ineligible courses on my student account. I understand that my decision is voluntary and this authorization will remain in effect until I submit a written request to cancel this authorization. **(By stating No you will not be able to charge books, meal plans, pay for ineligible courses, student housing, etc.)**

\_\_\_\_\_ Yes, I authorize

\_\_\_\_\_ No, I do not authorize

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

\_\_\_\_\_  
Date

## Certification Statement

By signing below I certify that:

- If I withdraw from class or reduce my course load, I must notify the Financial Aid Office. I also understand that my aid may be REDUCED OR CANCELED and I may be responsible for repaying any federal funds which I received before withdrawing from courses.
- I understand that my aid will be disbursed based on my certified enrollment status and may be different from my award letter. Withdraws or hours enrolled in at the time the award letter was written will not be considered to determine final aid disbursement.
- I understand and will use any federal funds received under the Title IV financial aid programs or Federal Student Loans this award year solely for expenses related to my attendance at Labette Community College.
- I understand that to be eligible for and to receive Federal Student Aid, I must be in a degree-seeking program at Labette Community College and only coursework directly applicable to my declared major at LCC is eligible for Federal Student Aid.
- I have read and will comply with the information included in the LCC Student Rights and Responsibilities.

**WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

**Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.**

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's ID Number

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature  
(*Dependent Students Only*)

\_\_\_\_\_  
Date