



# 2021-2022 Parent Verification Worksheet

Student Name: \_\_\_\_\_ COTC ID: 

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The Department of Education has selected your child's file for verification. COTC will be comparing information from the Free Application for Federal Student Aid (FAFSA) with **signed copies of your 2019 federal tax return and ALL schedules** or tax return transcript, W-2 forms, 1099 forms, or other financial documents. In order to verify your income reported on the FAFSA, complete this form and attach the requested documentation.

### Check the appropriate box below for Parent/Stepparent tax information.

Parent 1/  
Stepparent *Include both legal parents (biological or adoptive) if living together regardless of marital status or gender.* Parent 2/  
Stepparent

I was able to successfully use the IRS Data Retrieval **without** making changes to transfer 2019 IRS income tax return information into the FAFSA.  
(You will not need to submit a copy of your tax return unless it is requested on "Required Documents" in My Financial Aid in COTCConnect.)

I was unable to use the IRS Data Retrieval in the FAFSA and will provide a signed copy of my **2019 IRS Federal Tax Return and ALL schedules (Schedule 1, 2 or 3, and Schedule C, C-EZ, E or F, etc.) if applicable**, or Tax Return Transcript(s).

Filed an extension with the IRS? You must submit a Tax Extension Form, all 2019 W2s and 1099s, and IRS Form 4868.

Filed an amended IRS Federal Tax Return? Submit a signed copy of the original Federal Tax Return or Tax Return Transcript and a signed copy of the 1040X.

I did earn income in 2019; however, I did not, will not and am not required to file a 2019 U.S. Federal Tax Return. I have attached all W-2s/1099(s) and listed below the applicable information. List every employer even if the employer did not issue a W-2.

\*I have attached the non-filing letter which may be obtained from the IRS at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>. Complete the top portion of the form and check box 7. Complete section 9 entering 12/31/2019 to request a confirmation of non-tax filing for the 2019 tax year. Be sure to complete and sign the bottom portion of the form. Mail to the appropriate IRS office listed on the back of the form.

Employer's Name	2019 Amount Earned	W-2 Provided?
Auto Body Shop (example)	\$2,000	Yes

*If more lines needed, continue on back of form.*

I did not earn income, will not and am not required to file a 2019 U.S. Federal Tax Return. \*I have attached the non-filing letter which may be obtained from the IRS at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>. Complete the top portion of the form and check box 7. Complete section 9 entering 12/31/2019 to request a confirmation of non-tax filing for the 2019 tax year. Be sure to complete and sign the bottom portion of the form. Mail to the appropriate IRS office listed on the back of the form.

### Certification:

I certify that all information reported on this worksheet is complete and correct.

\_\_\_\_\_  
Parent Signature (Required. **DO NOT SIGN ELECTRONICALLY**) Date

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

**TO RETURN THIS FORM:** **UPLOAD** all forms and documents in the **Student Assistance Portal**. Select the "Assistance" icon in the upper right-hand corner of the screen, followed by "Submit Financial Aid Documents" from the drop-down menu. Or, you can **FAX** to: 740-364-9533, or **MAIL** to: COTC, Student Financial Services, 1179 University Dr., Newark OH 43055. **DO NOT** submit this form via email as it will not be accepted.