

Lakeland ID Number (LID)

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A. Student Information

Last Name: _____

First Name: _____

Phone Number: (____) _____

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called “verification.” Federal regulations for verification require the Lakeland Financial Aid Office (FAO) to verify the information reported on your FAFSA with information reported on this form and any other required documentation. If there are differences, your FAFSA information may need to be corrected. Verification must be completed by September 1, 2025, or 120 days after your last date of enrollment for 2024-2025, whichever is earlier. Financial aid eligibility cannot be determined until the verification process is complete.

Complete this form and return:*

By Fax: 440.525.7704

By Mail: Lakeland Community College

By [Secure Upload](#): Visit lakelandcc.edu/financialaid

- 7700 Clocktower Drive, Kirtland, OH 44094-5198
- Under RelatedLINKS (right side of page), select Financial Aid Documents Secure Upload link (myLakeland login credentials required)
- located in Building A-1003

In Person: Lakeland Student Service Center

**Please do not send documents through email as it is not secure.*

B. Household Information

List everyone who receives more than 50% support from you (and your spouse) or your parent(s) as follows:

- Independent Student: List yourself, your spouse & children.
- Dependent Student: List yourself, your parent(s) (even if you do not live with them) & siblings.

Name	Age	Relationship to student
		Self

Others in your household: Provide the following information for others in your household if you (and your spouse), or your parent(s) are providing more than 50% of their support.

Name	Age	Relationship to student	Dates this person will live with you between July 1, 2024, and June 30, 2025

C. 2022 Dependent Student's Income Information to Be Verified (Check the box that applies.)

- ☐ The student consented to use the Direct Data Exchange (DDX) on the FAFSA to retrieve and transfer 2022 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA OR will provide Lakeland with a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.
- ☐ The student was not employed and had no income earned from work in 2022 OR the student was employed but was not required to file a 2022 federal tax return.

D. Parent Income Information to Be Verified (Check the box that applies.)

- ☐ The student's parent(s) has consented to use the Direct Data Exchange on the FAFSA to retrieve and transfer 2022 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA OR will provide Lakeland with a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.
- ☐ The student's parent was not employed and had no income earned from work in 2022 OR the student's parent was employed but was not required to file a 2022 federal tax return.

E. Tax Return Non-Filers - complete this section if the parent and/or student indicated above they will not file and are not required to file a 2022 income tax return with the IRS.

List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.

Additionally, parent(s) and independent students (and spouse, if applicable) who did not file a federal tax return in 2022, each **MUST** submit a **Verification of Non-Filing letter** from the IRS. To obtain this letter: go to IRS.gov or call the IRS at 1.800-908.9946 and request a Verification of Non-Filing letter. Once you receive the letter, submit it, along with this Verification Worksheet, to the financial aid office. Be sure to include the student's name and Lakeland ID number at the top of all documents submitted.

Employee's Name	Employer's Name	2022 Amount Earned	IRS W-2 Attached?
Mary – parent (example)	Suzy's Auto Body Shop (example)	\$2,000 (example)	Yes (example)

F. Sign the Worksheet – If dependent, at least one parent must sign. Electronic signatures cannot be accepted.

With my signature below, I certify that all the information reported on this form is complete and correct. **Warning: Purposely providing false or misleading information on this worksheet is punishable by fine and/or imprisonment.**

Student's Signature: _____ Date: _____

Parent's Signature (for Dependent Students): _____ Date: _____

For Office Use Only

Current EFC: _____

Transaction #: _____

V1 * V5

Sent for Corrections: ☐ Y ☐ N

Date Sent: _____

Initials: _____

Verified EFC: _____

Transaction #: _____

Date Completed: _____

Initials: _____