

**STUDENT NAME:** \_\_\_\_\_

**NECC ID:** \_\_\_\_\_

Your 2023 - 2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called **verification**. Federal regulations require the Financial Aid Office to verify the information that you reported on your FAFSA before awarding/dispersing financial aid. Based on the information you provide, additional information may be required, your FAFSA may be corrected and/or any offer of aid may be adjusted. All financial aid will be held until verification is complete.

**DIRECTIONS:** Please submit the form, signed and dated, with all required signatures. Attach any required documents. Forms should be submitted through secure form submission at: <https://www.necc.mass.edu/afford/apply-for-aid/financial-aid-forms/secure-form-submission/> or submitted in person to the Financial Aid Office in Haverhill (**SC 118**) or Lawrence (**L 151**).

Please contact the Financial Aid Office at [financialaid@necc.mass.edu](mailto:financialaid@necc.mass.edu) if you have any questions or concerns about the information on this form.

**SECTION A: STUDENT'S HOUSEHOLD INFORMATION**

**DIRECTIONS:** List all of the people in your household who fit the descriptions below.

- **Yourself**
- **Your spouse**, if you are married
- **Your children**, include children who meet either of these standards (even if they do not live with you) **IF YOU WILL PROVIDE MORE THAN HALF OF THEIR SUPPORT** from July 1, 2023, through June 30, 2024 **OR** if the child would be required to provide your financial information if they were completing a FAFSA for 2023 – 2024.
- **Other people or your children age 24 or older** if they now live with you (and your spouse if applicable) **AND** you (and your spouse) provide more than half of their support **AND WILL CONTINUE** to provide more than half of their support through June 30, 2024. *A Proof of Dependents form must be submitted if you list anyone in this category.*

FULL NAME	AGE	RELATIONSHIP TO STUDENT	COLLEGE or UNIVERSITY For 2023-2024 Enrollment	Will be Enrolled at Least Half Time
Example: Your Name	25	Self	NECC	Yes

Attach a separate sheet if more lines are needed.

**SECTION B: 2021 EARNED INCOME INFORMATION**

**PART 1: STUDENT'S INCOME INFORMATION TO BE VERIFIED - Check the box that applies to your filing status and submit all required documentation. The options for student non-filers are continued on page 2.**

- YES, I filed a 2021 federal tax return or I am required and will file and have provided documentation of filing by (check one of the following):
- \_\_\_\_\_ Use of the IRS data retrieval tool (DRT) on the 2023 - 2024 FAFSA to transfer my 2021 tax return information
  - \_\_\_\_\_ Submitting a copy of my 2021 federal income tax return, signed, with all schedules
  - \_\_\_\_\_ Submitting a copy of my 2021 federal return transcript from the IRS at [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript)

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

NECC ID: \_\_\_\_\_

- I did not file a 2021 federal tax return, I was not required to file, and I had -0- income from work or self-employment in 2021. You must provide a **Verification of Non-filing Letter** from the IRS ([www.irs.gov](http://www.irs.gov)) that indicates a 2021 IRS income tax return was not filed. If you are unable to obtain a Verification of Non-filing Letter, please contact your financial aid counselor.

FOR NON-FILERS WITH INCOME ONLY: Spouse's Employer/Source of Income	List Amount of Income	W-2 or Equivalent Provided? (Yes or No)

Attach a separate sheet if more lines are needed.

**PART 2: SPOUSE'S INCOME INFORMATION TO BE VERIFIED – IF STUDENT IS MARRIED - Check the box that applies to your filing status and submit all required documentation.**

- I filed a 2021 federal tax return as Married, Filing Jointly with the student and have provided documentation of filing with the student.
- I filed a 2021 federal tax return separately from the student and have provided documentation of filing by (check one of the following):  
 \_\_\_\_\_ Submitting a copy of my 2021 federal income tax return, signed, with all schedules  
 \_\_\_\_\_ Submitting a copy of my 2021 federal return transcript from the IRS at [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript)
- I did not file a 2021 federal tax return, I was not required to file, and I had -0- income from work or self-employment in 2021. You must provide a **Verification of Non-filing Letter** from the IRS ([www.irs.gov](http://www.irs.gov)) that indicates a 2021 IRS income tax return was not filed. If you are unable to obtain a Verification of Non-filing Letter, please have the student contact a financial aid counselor.
- I did not file a 2021 federal tax return, I was not required to file and I had income from the following sources in 2021. List below the names of all employers, the amount earned from each employer in 2021, 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 or other form. All W-2s or equivalent documents received must be attached. You must provide a **Verification of Non-filing Letter** from the IRS ([www.irs.gov](http://www.irs.gov)) that indicates a 2021 IRS income tax return was not filed. If you are unable to obtain a Verification of Non-filing Letter, please have the student contact a financial aid counselor.

FOR NON-FILERS WITH INCOME ONLY: Spouse's Employer/Source of Income	List Amount of Income	W-2 or Equivalent Provided? (Yes or No)

Attach a separate sheet if more lines are needed.

**SECTION C: CERTIFICATION AND SIGNATURES:** Each person signing this worksheet certifies that all of the information reported is complete and accurate as of the date signed. **Signatures must be handwritten in pen and not digital/electronic/typed signatures.**

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

\_\_\_\_\_  
 Spouse's Signature, if applicable Date

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