

Walla Walla Community College

2025-2026 Verification Worksheet

Complete and return to:
 WWCC – Financial Aid Office
 500 Tausick Way
 Walla Walla, WA 99362

Phone: (509) 527-4301
Email: financial.aid@wwcc.edu



Your application was selected for review in a process called verification. In this process, the financial aid office will compare information from your FAFSA® with your 2023 IRS tax information as well as verify your identity. The law gives the college the right to ask you for this information before awarding Federal Aid. If there is a difference between your FAFSA® and IRS tax information, the college will make the correction electronically.

Complete this verification form and submit it to your financial aid administrator as soon as possible. The financial aid office cannot process your application without this information.

If we have reason to believe that any of the information provided is not accurate, we may require you to provide additional documentation to our office.

Federal regulations require WWCC to retain original copies of this verification worksheet and all required documentation.

If you are unable to appear in person at WWCC to submit the required documentation, your notarized paperwork **MUST** be mailed to:

WALLA WALLA COMMUNITY COLLEGE
 ATTN: FINANCIAL AID OFFICE
 500 TAUSICK WAY
 WALLA WALLA, WA 99362

FAXED OR SCANNED/EMAILED FORMS WILL NOT BE ACCEPTED!

A. Independent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's ctcLink ID
Student's Phone Number	Student's last 4 of SSN	Student's Date of Birth	

B. Independent Student's Family Size

List below **ALL** of the people in your family. Include:

- Yourself and your spouse if you are married
- Your children if: (A) they live with you, (B) you provide more than half of their support and will continue to through June 30, 2026, or (C) they would be required to provide parental information if they were completing a FAFSA® for 2025-2026.
- Other people if they live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2026.

Full Name	Age	Relationship
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>
		<i>Self</i>

C. Independent Student's Verification of 2023 Income Information

Check the box that applies:

- My income and tax information were imported directly from the IRS when completing the FAFSA® form. *[No additional documentation required.]*
- I am providing income tax information that was unavailable or could not be imported from the IRS:
 - Check here if a **signed copy of 2023 Income Tax Return and schedules** is attached.
 - Check here if a **2023 IRS Tax Return Transcript(s)** received from the IRS is attached.
- I will not file and/or am not required to file a 2023 U.S. Income Tax Return. ***[Required: Provide a signed and dated statement certifying that you have not filed and are not required to file, as well as the sources of 2023 income earned from work and the amount of income from each source.]***
 - Check here if you were not employed and had no income earned from work in 2023.
 - Check here if you were employed in 2023. **Please list your employer(s) and all income received in 2023 below. *[Required: Provide copies of all 2023 IRS W-2 forms.]***

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 Provided?	2023 Amount Earned
<i>Total 2023 Income</i>		

D. Spouse's Verification of 2023 Income Information (if applicable)

Important Note: The instructions below apply to the student's spouse if they **did not** file a joint income tax return for 2023. Students who filed joint returns do not need to provide spouse information separately.

Check the box that applies:

- My spouse's income and tax information were imported directly from the IRS when completing the FAFSA® form. *[No additional documentation required.]*
- Spouse is providing income tax information that was unavailable or could not be imported from the IRS:
 - Check here if a **signed copy of 2023 Income Tax Return and schedules** is attached.
 - Check here if a **2023 IRS Tax Return Transcript(s)** received from the IRS is attached.
- Spouse did not file and/or was not required to file a 2023 U.S. Income Tax Return. ***[Required: Provide a signed and dated statement certifying that spouse has not filed and is not required to file, as well as the sources of 2023 income earned from work and the amount of income from each source.]***
 - Check here if spouse was not employed and had no income earned from work in 2023.
 - Check here if spouse was employed in 2023. **Please list employer(s) and all income received in 2023 below. *[Required: Provide copies of all 2023 IRS W-2 forms.]***

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 Provided?	2023 Amount Earned
<i>Total 2023 Income</i>		

Student's Name: _____

ID: _____

E. Identity Verification – choose one

Appear at the Institution

The student must appear in person at **WALLA WALLA COMMUNITY COLLEGE** to verify his or her identity by presenting unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign the Certification provided below.

Signed in the presence of a Notary

If the student is unable to appear in person, the student must verify his or her identity to a Notary by presenting unexpired valid government-issued photo identification, (such as, but not limited to, a driver's license, other state-issued ID, or passport) and sign the Certification provided below in the presence of the Notary.

The student must submit to the institution the original signed Certification, which must be notarized.

Please note: Only the student's signature must be notarized

F. Certification and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student (and spouse if their information was separately reported on the FAFSA®) must sign and date.

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

Print Student's Name

Student's ID Number

Student's Signature

Date

Spouse's Signature

Date

Notary's Certificate of Acknowledgement

State of _____ City/County of _____

On _____, before me, _____,
(Date) (Notary's name)

personally appeared, _____, and provided to me on basis of
(Printed name of signer)

satisfactory evidence of identification _____ to be the above-named person
(Type of government-issued photo ID provided)

who signed the foregoing instrument.

WITNESS my hand and official seal
(seal)

(Notary signature)

My commission expires on _____
(Date)

(Walla Walla Community College does not reimburse for any fees associated with the notarizing process.)

Student's Name: _____

ID: _____

Internal Use Only

I certify that I, _____, verified and documented the identification of the student named above.
Name of WWCC Financial Aid Official

The student submitted original notarized documentation.

Identification attached

Signature of WWCC Financial Aid Official

Date