

**2024-2025 VERIFICATION FORM 2**  
**North Central Michigan College**

**FORM 2**  
**Independent (V1/V5)**

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for review by the U.S. Department of Education in a process called Verification. Colleges and universities are then required to verify that the data reported by students and their parent(s) on the FAFSA is accurate. Participation in the Verification process is **NOT** optional if you wish to receive federal student aid, including federal student loans. Please visit our **Verification for Financial Aid** webpage at [https://www.ncmich.edu/admissions/financial-aid/finaid\\_information.html](https://www.ncmich.edu/admissions/financial-aid/finaid_information.html)

**2024-2025 Independent Verification Form 2 Instructions**

***Failure to submit ALL documents may result in processing delays or loss of Federal Financial Aid***

Complete Verification Form 2 along with **HAND WRITTEN SIGNATURES**, electronic signatures **not** accepted.

**A. Student Information**

_____ Last Name	_____ First Name	_____ M.I.	_____ Last 4 of SSN	OR	_____ NCMC Student ID#
_____ Address (Include Apt. No.)			_____ Date of Birth		
_____ City	_____ State	_____ Zip Code	_____ Phone Number (Include Area Code)		

**B. Family Information**

Carefully read the following instructions, and in the table below, report information for:

- Yourself (full name and age)
- Your spouse (if you are married)
- Your children if you will provide more than half of their support from July 1, 2023 through June 30, 2024
- Other people only if they live with you, and you or your spouse, provide more than half of their support and will continue to do so from July 1, 2024 through June 30, 2025.

Full Name	Age	Relationship
		SELF

IRS DATA RETRIEVAL TOOL (DRT) – BEST OPTION	2021 Federal Tax Return
<ol style="list-style-type: none"> <li>1. Sign into <a href="https://www.fafsa.ed.gov">https://www.fafsa.ed.gov</a></li> <li>2. Select 'Make A Correction'</li> <li>3. Select Student Finances Tab</li> <li>4. Select 'Link to IRS' and complete steps with IRS (On <b>IRS Website make sure to check the box to the left of the 'Transfer my Tax Information into the FAFSA' AND click the box that says, 'Transfer Now'</b>).</li> <li>5. Data will show as 'Transferred from the IRS' on your FAFSA</li> <li>6. Resubmit FAFSA</li> </ol>	<ul style="list-style-type: none"> <li>• <b>SIGNED</b> copy of your 2022 Federal Tax Return.</li> <li>• <b>IMPORTANT:</b> If you or your spouse's 2022 Federal Tax Return includes Schedule 1, 2, and/or 3, you <b>MUST</b> submit these along with the 2022 Federal Tax Return</li> </ul> <p><b>For Non-Filers:</b></p> <ul style="list-style-type: none"> <li>• Contact the IRS to obtain a 2022 <b>IRS Letter of Non-Filing</b> at <a href="https://www.irs.gov/pub/irs-pdf/f4506t.pdf">https://www.irs.gov/pub/irs-pdf/f4506t.pdf</a></li> <li>• Fill out the form and select box 7</li> <li>• Fax to 1-855-800-8015</li> </ul>

\_\_\_\_\_  
 Last Name                  First Name                  M.I.                                  Last 4 SSN                  OR                  NCMC ID #

### C. Student Income Verification

STUDENT	SPOUSE	<b>Must check ONE for the Student. If married ONE must be checked for the spouse if 2022 taxes were not filed as 'married filing jointly'.</b>
<input type="checkbox"/>	<input type="checkbox"/>	A. I have attached my signed 2022 tax return (Form 1040) along with schedules 1, 2, and/or 3 that were filed. If no schedules were filed just Form 1040 needs to be submitted. <b>If married must also attach spouse's 2022 Federal Tax Return if 2022 taxes were not filed jointly (even if you were not married in 2022).</b>
<input type="checkbox"/>	<input type="checkbox"/>	B. I have successfully linked the IRS DRT to FAFSA (Directions on how to link your information is listed above). <b>If married must also attach spouse's 2022 Federal Tax Return if 2022 taxes were not filed jointly (even if you were not married in 2022).</b>
<input type="checkbox"/>	<input type="checkbox"/>	C. I was employed in 2022 but am not required to file a 2022 income tax return with the IRS. <b>MUST</b> attach all W-2's <b>AND</b> order a 2022 IRS Letter of Non-Filing from IRS (see directions at top of page).
<input type="checkbox"/>	<input type="checkbox"/>	D. I was not employed and had no income earned from work in 2022. <b>MUST</b> order 2022 IRS Letter of Non-Filing from IRS (see directions at top of page).

### D. Signature and Certification – HAND WRITTEN SIGNATURES ONLY

Each person signing this form certifies that all the information reported is complete and correct. The student **must** sign, Spouse's signature is optional. (Electronic Signatures Not Accepted)

\_\_\_\_\_  
 Student    Date                  Spouse (Optional)    Date

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

**Submit to:**

**Mail:** North Central Michigan College Financial Aid Office 1515 Howard Street Petoskey, MI 49770

**Fax:** 231-439-6595

**Electronic Upload:** [www.ncmich.edu](http://www.ncmich.edu) > Admissions > Financial Aid & Paying for College > Financial Aid > Verification for Financial Aid > Question #5

**Email:** New regulations from the U.S. Department of Education state that emailing documents is not a secure method of delivery. All emailed documents must be encrypted for security and any emailed documents received by Financial Aid not encrypted are sent at the student's risk.