

**COMPLETE SECTIONS A-F and attach any applicable documentation. You must sign this worksheet. Appear in person with your valid, government-issued photo ID (Military ID is not acceptable for this form) and sign the Educational Purpose Statement in the presence of a Financial Aid staff member OR appear in person before a Certified Notary of the Public and show them your valid, government-issued photo ID (Military ID is not acceptable for this form) AND sign the Educational Purpose Statement in the presence of the Certified Notary of the Public. Mail the original worksheet with original signatures, and copy of your photo ID, to the Financial Aid Office with a Notary Certificate of Acknowledgment. The Financial Aid Office cannot process your application without this information.**

**FEDERAL STUDENT AID PROGRAMS:** Your application was selected for review in a process called "Verification." In this process, the Financial Aid Office compares information from your FAFSA application with your financial documents. We are required to review your FAFSA information under financial aid program rules (34 CFR, Part 668). The law says we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, corrections to your FAFSA may be required.

**A: STUDENT INFORMATION**

Last Name:	First Name:	Middle Initial:
Social Security #:	ctcLink ID #:	DOB:

**B: FAMILY INFORMATION**

**List the people in your household in the table below. Include:**

- Yourself
- Your spouse (if applicable)
- Your children (under age 24) if you will provide more than half of their support July 1, 2024 through June 30, 2025.

**Include other people as part of your household ONLY IF:**

- They now live with you **AND** you provide more than half of their support **AND** will continue to provide more than half of their support from July 1, 2024 through June 30, 2025. Documentation may be required.

Full Name	Age	Relationship	
		Self (student)	Bellevue College

## C: STUDENT AND SPOUSE INCOME INFORMATION TO BE VERIFIED

### 1. TAX RETURN FILERS

Complete this section if the student and spouse filed or will file a 2022 IRS income tax return(s). The best way to verify income is by using the FA-DDX Tool that is part of FAFSA on the Web at <https://studentaid.gov>. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

**Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022.

- I used the FA-DDX Tool on the FAFSA. If you used the FA-DDX Tool and the results came through successfully you do not need to submit a Tax Return Transcript.
- I am attaching my 2022 IRS Tax Return Transcript **OR** a signed copy of my 2022 income tax return that was filed with the IRS.
- I filed an amended 2022 Tax Return. You must submit your 2022 Tax Transcript or 2022 signed income tax return **AND** a signed copy of your 1040X.

### 2. NON-TAX FILERS

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2022 income tax return with the IRS.

#### Check the box that applies:

- The student and spouse were not employed and had no income earned from work in 2022.
  - The student and/or spouse was employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form is provided. Provide copies of all 2022 IRS W-2 forms or equivalent document.
- You must also provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2023 that indicates a 2022 IRS income tax return was not filed with the IRS or other relevant tax authority. Documentation includes a verification of non-filing letter from the IRS. This form may be obtained by completing an IRS Form 4506-T and checking box 7.

Employer	Earning/Income	Spouse	Earning/Income
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

## D: REQUIRED SIGNATURE

I affirm that the information provided in this application and other financial aid documents is true and correct to the best of my knowledge. I agree that I have reviewed, understand and agree to the conditions, responsibilities and obligations in order to receive financial aid for the 2024-2025 academic year as stated in the Conditions of Award and Satisfactory Academic Progress Policy, available on the Financial Aid website.

Student Signature:	Date:
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**E: EDUCATIONAL PURPOSE**

Completion of this section **MUST BE WITNESSED BY A FINANCIAL AID STAFF MEMBER.**

If the student is unable to appear in person at Bellevue College to verify his or her identity, the student must provide:

(a) A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver's license, other state-issued ID, or passport (Military ID is **NOT** acceptable for this form);

**AND**

(b) The original notarized Statement of Educational Purpose provided below.

**Statement of Educational Purpose:**

I certify that I, \_\_\_\_\_ (print first and last name) am the individual signing this Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Bellevue College for the 2023-2024 school year.

Student Signature:	ctcLink ID #:	Date:
Witnessing Financial Aid Staff Member's Signature:		Date:

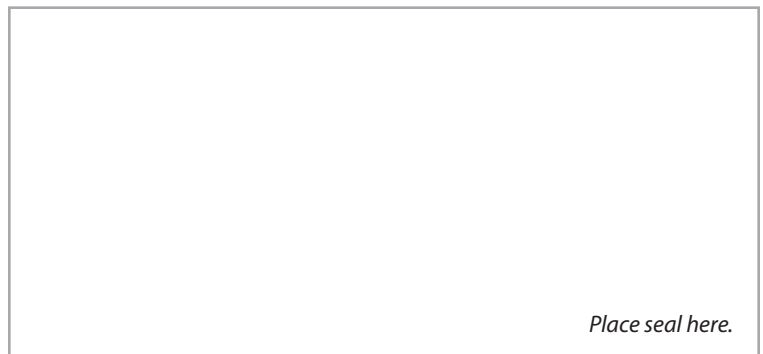
**F: NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT (original hard copy must be mailed in with copy of photo ID – cannot be sent electronically)**

Only applicable if student is not able to appear in person with government issued ID to Financial Aid Office.

State of \_\_\_\_\_, City/County of \_\_\_\_\_  
on \_\_\_\_\_ (date), before me, \_\_\_\_\_ (notary's name), personally appeared, \_\_\_\_\_ (printed name of signer), and provided to me on basis of satisfactory evidence of identification \_\_\_\_\_ (type of government-issued photo ID provided) to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal \_\_\_\_\_ (notary signature)

My commission expires on \_\_\_\_\_ (date).



**Bellevue College Financial Aid Office • 3000 Landerholm Circle SE • Bellevue, WA 98007-6484**  
<https://www.bellevuecollege.edu/admissions-aid/financial-aid/>

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