

## 2017–2018 VERIFICATION WORKSHEET

### Dependent Student - Tracking Group V1

Your 2017-2018 FAFSA or California Dream Act Application was selected for a process called “verification”. Verification is a procedure through which an institution checks the accuracy of the student information reported on the application. The Financial Aid Office will be comparing information you provide on this worksheet or with documentation collected by the school. The Department of Education and CA Student Aid Commission require that we verify this information before disbursing financial aid. Complete this verification form and submit it to the Financial Aid Office at your primary school.

#### A. STUDENT’S INFORMATION

LAST NAME	FIRST NAME	SSN or 900 NUMBER
ADDRESS	CITY	STATE      ZIP
EMAIL ADDRESS		DATE OF BIRTH
		(AREA CODE)-PHONE NUMBER

#### B. STUDENT’S FAMILY INFORMATION

List below the people in your parent(s)’ household. Include:

- Yourself (the student)
- Your parent(s) you live with (include step-parent) OR if not living at home, the parent(s) whose information was used when completing the FAFSA or CA Dream Act Application
- Your parents’ other children if your parent(s) will provide more than half of their support between July 1, 2017 and June 30, 2018  
OR other children who would be required to provide parental information if they were completing a FAFSA or CA Dream Act App. for 2017-2018.
- Other people **currently living with your parent(s)** for whom your parent(s) currently provide and will continue to provide **more than half of their financial support from July 1, 2017 to June 30, 2018.** \_\_\_\_\_

**PLEASE NOTE:** Do not list children for whom your parent or your step-parent pays child support if that child support was reported on the application.

Full Name	Age	Relationship to Student	Lives with your parent? (Yes or No)	Name of College / Student ID# (if not applicable, leave blank)	Enrolled at least half-time? (Yes or No)
		Self			

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**C. VERIFICATION OF 2015 INCOME INFORMATION**

✓ Check **one** box for Student AND **one** for Parent(s)

STUDENT											
<input type="checkbox"/> I filed a 2015 U.S. Federal Tax Return and: <ul style="list-style-type: none"> <li>Used the IRS Data Retrieval Tool (DRT) on my FAFSA; <b>Or</b></li> <li>Am attaching a copy of my 2015 IRS Tax Return Transcript; <b>Or</b></li> <li>Am attaching a <u>signed</u> copy of my 2015 Federal Tax Return</li> </ul> <p>(See page 3 for further instruction)</p>											
<input type="checkbox"/> I worked in 2015, but did not file a 2015 U.S. Federal Tax Return <b>AND</b> I am not required to file a tax return. If you selected this option, list all of your employer(s) and income earned below for 2015 <b>AND</b> attach 2015 W-2 form(s). <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%;">Employer</th> <th style="width: 40%;">Earnings/Income</th> </tr> </thead> <tbody> <tr><td> </td><td style="text-align: center;">\$</td></tr> <tr><td> </td><td style="text-align: center;">\$</td></tr> <tr><td> </td><td style="text-align: center;">\$</td></tr> <tr><td> </td><td style="text-align: center;">\$</td></tr> </tbody> </table>		Employer	Earnings/Income		\$		\$		\$		\$
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<input type="checkbox"/> I <b>did not</b> earn income in 2015 and are <b>NOT</b> required to file a 2015 U.S. Federal Tax Return. <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>											

PARENT(S)											
<input type="checkbox"/> I/We filed a 2015 U.S. Federal Tax Return and: <ul style="list-style-type: none"> <li>Used the IRS Data Retrieval Tool (DRT) on the FAFSA; <b>Or</b></li> <li>Am attaching a copy of my/our 2015 IRS Tax Return Transcript; <b>Or</b></li> <li>Am attaching a <u>signed</u> copy of my/our 2015 Federal Tax Return</li> </ul> <p>(See page 3 for further instruction)</p>											
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**D. CERTIFICATION & SIGNATURES** - Each person signing this worksheet certifies that all of the information reported is complete and correct.

**WARNING:** If you purposely give false or misleading Information on this worksheet you may be fined, be sentenced to jail, or both. If the Financial Aid Officer determines or suspects fraud or forgery all information will be forwarded to the campus Behavior Intervention Care Team (BICT), the Office of Inspector General of the Department of Education, and/or the local law enforcement agency.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE

## IRS Tax Return Transcript Instructions

Students/parents are required to verify their tax filing status by submitting documentation from the IRS to the Financial Aid Office or by providing a tax return which was filed with the IRS. If you did not keep a copy of your tax return, request a copy from your tax preparer or request an Internal Revenue Service form that lists tax account information.

### WHAT IS AN IRS TAX RETURN TRANSCRIPT AND HOW MUCH DOES IT COST?

An IRS Tax Return Transcript is a typed copy of what was entered on your original Federal Tax Return. They are 100% FREE!

### IF YOU HAVE FILED A U.S. FEDERAL TAX RETURN FORM 1040, 1040A, 1040EZ OR A PUERTO RICO OR A FOREIGN INCOME TAX RETURN FOR 2015:

Please submit a **signed** paper copy of the 2015 IRS tax return.

### HOW DO I OBTAIN MY TAX RETURN TRANSCRIPT FROM THE IRS?

To obtain an IRS Tax Return Transcript, go to [www.irs.gov](http://www.irs.gov) and click on the "Get a Tax Transcript" link under the Tools menu. The *Type of Transcript* should be **Return Transcript** for the *Tax Year 2015*.

### WHAT IF I FILED AN AMENDED TAX RETURN?

If you filed an amended tax return you will need to submit a signed copy of the 1040X as well as the Tax Return Transcript or tax return.

### WHAT IF I FILED A CALIFORNIA DREAM ACT APPLICATION?

Students who submitted a California Dream Act Application will be required to submit an IRS Tax Return Transcript if they will file or were required to file a 2015 IRS Tax Return.