

**2018–2019 VERIFICATION WORKSHEET**  
*Dependent Student - Tracking Group V1*

Your 2018-2019 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
EMAIL ADDRESS	ZIP	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)** (include step-parent) who you live with OR if not living at home, the parent(s) whose information was used when completing the FAFSA or CA Dream Act Application 2018-2019.
- **Your parents’ other children if your parent(s) will provide more than half of their support between July 1, 2018 and June 30, 2019** OR other children who would be required to provide parental information if they were completing a FAFSA or CA Dream Act Application for 2018-2019.
- **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, 2018 to June 30, 2019.**

**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? <i>(Yes or No)</i>	Name of College / Student ID# <i>(if not applicable, leave blank)</i>	Enrolled at least half-time? <i>(Yes or No)</i>
		<b>Self</b>			<b>Yes</b>

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**C. VERIFICATION OF 2016 INCOME INFORMATION**

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

<b>STUDENT</b>								
<input type="checkbox"/> <b>I filed a 2016 U.S. Federal Tax Return and:</b> <input type="checkbox"/> Used the IRS Data Retrieval Tool (DRT) (FAFSA only); <b>Or</b> <input type="checkbox"/> Am attaching a copy of my 2016 IRS Tax Return Transcript or a signed copy of my 2016 tax return. <b>(See page 3 for further instructions)</b>	<input type="checkbox"/> I worked in 2016, but did not file a 2016 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 2016 <b>AND</b> attach 2016 W-2 form(s).  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Employer</th> <th>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> </tbody> </table>	Employer	Earnings/Income		\$		\$	<input type="checkbox"/> <b>I did not</b> earn income <b>2016</b> and I am <b>NOT</b> required to file a 2016 U.S. Federal Tax Return.  
Employer	Earnings/Income							
	\$							
	\$							
<b>PARENT 1</b>								
<input type="checkbox"/> <b>I filed a 2016 U.S. Federal Tax Return and:</b> <input type="checkbox"/> Used the IRS Data Retrieval Tool (DRT) (FAFSA only); <b>Or</b> <input type="checkbox"/> Am attaching a copy of my 2016 IRS Tax Return Transcript or a signed copy of my 2016 tax return. <b>(See page 3 for further instructions)</b>	<input type="checkbox"/> I worked in 2016, but did not file a 2016 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 2016 <b>AND</b> attach 2016 W-2 form(s).  <input type="checkbox"/> I am attaching my 2016 IRS Verification of Nonfiling.  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Employer</th> <th>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> </tbody> </table>	Employer	Earnings/Income		\$		\$	<input type="checkbox"/> <b>I did not</b> earn income <b>2016</b> and I am <b>NOT</b> required to file a 2016 U.S. Federal Tax Return. <b>(See page 3 for further instructions)</b> <input type="checkbox"/> I am attaching my 2016 IRS Verification of Nonfiling.
Employer	Earnings/Income							
	\$							
	\$							
<b>PARENT 2 (if applicable)</b>								
<input type="checkbox"/> <b>I filed a 2016 U.S. Federal Tax Return and:</b> <input type="checkbox"/> Used the IRS Data Retrieval Tool (DRT) (FAFSA only); <b>Or</b> <input type="checkbox"/> Am attaching a copy of my 2016 IRS Tax Return Transcript or a signed copy of my 2016 tax return. <b>(See page 3 for further instructions)</b>	<input type="checkbox"/> I worked in 2016, but did not file a 2016 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 2016 <b>AND</b> attach 2016 W-2 form(s).  <input type="checkbox"/> I am attaching my 2016 IRS Verification of Nonfiling.  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Employer</th> <th>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> </tbody> </table>	Employer	Earnings/Income		\$		\$	<input type="checkbox"/> <b>I did not</b> earn income <b>2016</b> and I am <b>NOT</b> required to file a 2016 U.S. Federal Tax Return. <b>(See page 3 for further instructions)</b> <input type="checkbox"/> I am attaching my 2016 IRS Verification of Nonfiling.
Employer	Earnings/Income							
	\$							
	\$							

**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 utilizing the IRS Data Retrieval Tool (available on FAFSA only) or by submitting a 2016 IRS Tax Return Transcript or a copy of their signed 2016 federal tax return form to the Financial Aid Office.

### 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. It is 100% FREE!

### 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 Your Tax Record" link. You may choose to receive your transcript online or by mail. *Transcript Type* should be **Return Transcript** for the *Tax Year 2016*. If you prefer, you may use [IRS Form 4506T-EZ](#) to request your tax return transcript.

### WHAT IF I AM UNABLE TO OBTAIN MY IRS TAX RETURN TRANSCRIPT FROM THE IRS?

If you are unable to obtain a copy of your IRS Tax Return Transcript from the IRS office, you may submit a copy of your signed 2016 federal tax return form to the Financial Aid Office.

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

If you filed an amended tax return, you will need to submit a copy of the signed 1040X as well as the Tax Return Transcript or copy of your signed 2016 federal tax return form to the Financial Aid Office.

### 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 or a copy of their signed 2016 federal tax return if they will file or were required to file a 2016 IRS Tax Return.

### WHAT IF I DID NOT FILE A TAX RETURN?

Your parents must request a **Verification of Nonfiling** from the IRS for the tax year 2016. Your parent is required to complete an [IRS Form 4506-T](#) and follow the instructions for mailing the request to the IRS. This requirement applies to all parents of applicants who were selected for verification. On the form [IRS 4506-T](#) below, you must check box #7 and indicate the year as (12/31/2016) to request a **Verification of Nonfiling**.

### WHAT IF I AM UNABLE TO OBTAIN A VERIFICATION OF NONFILING (VNF) FROM THE IRS?

If your parents are unable to obtain a Verification of NonFiling from the IRS, they will be required to provide a signed written statement that includes the following:

- attempted to obtain the VNF from the IRS or other tax authorities and were unable to obtain the required documentation;
- have not filed and are not required to file a 2016 income tax return,
- list all sources of 2016 income earned from work and the amount of income from each source; as well as provide a copy of IRS Form W-2, or an equivalent document, for each source of 2016 employment income received

If your parents are undocumented the statement must also certify that they do not have an SSN, an ITIN, or an EIN.

For assistance, please visit the Financial Aid Office.