

2018–2019 VERIFICATION WORKSHEET

Independent 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
	ZIP	DATE OF BIRTH
EMAIL ADDRESS	(AREA CODE)-PHONE NUMBER	

B. STUDENT’S FAMILY INFORMATION

List below the people in your household. Include:

- Yourself (the student)
- Your spouse (if married)
- Your (or your spouse’s) children if:
You or your spouse will provide more than half of their financial support from July 1, 2018 through June 30, 2019 OR the child would be required to provide your information if they were to complete a FAFSA or CA Dream Act Application for 2018-2019. Include children who meet either of these standards, even if they do not live with you.
- List other people **now living with you** for whom you 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 you or your spouse (if married) pays child support if that child support is reported on the application.

Full Name	Age	Relationship to Student	Lives with you? <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>
		Self	Yes		

C. VERIFICATION OF 2016 INCOME INFORMATION

✓ Complete the section below for you and your spouse, if married.

STUDENT																					
<input type="checkbox"/> I filed a 2016 U.S. Federal Tax Return and: <input type="checkbox"/> Used the IRS Data Retrieval Tool (DRT) (FAFSA only); Or <input type="checkbox"/> Am attaching a copy of my 2016 IRS Tax Return Transcript or a copy of my signed federal tax return. (See page 3 for further instruction)																					
<input type="checkbox"/> I worked in 2016, but did not file a 2016 U.S. Federal Tax Return AND I am not required to file a tax return. If you selected this option, you must request a Verification of Nonfiling from the IRS. In addition, list all of your employer(s) and income earned below for 2016 AND attach 2016 W-2 form(s). (See page 3 for further instruction) <input type="checkbox"/> I am attaching my 2016 IRS Verification of Nonfiling.																					
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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

SPOUSE'S SIGNATURE (OPTIONAL)

DATE

IRS Tax Return Transcript Instructions

Student and/or spouse 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 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?

You and/or your spouse must request a **Verification of Nonfiling** from the IRS for the tax year 2016. You and/or your spouse are required to complete an [IRS Form 4506-T](#) and follow the instructions for mailing the request to the IRS. This requirement applies to all student applicants (and spouse, if applicable) who were selected for verification. On the form [IRS 4506-T](#), 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 you and/or your spouse are unable to obtain a Verification of Nonfiling from the IRS, you and/or your spouse 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 you and/or your spouse are undocumented the statement must also certify that you or your spouse do not have an SSN, an ITIN, or an EIN.

For assistance, please visit the Financial Aid Office.