

MOORPARK • OXNARD • VENTURA
FINANCIAL AID OFFICE

2018–2019 VERIFICATION WORKSHEET
Dependent Student - Tracking Group V5

Your 2018-2019 FAFSA 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 from your application against information you provide on this worksheet or with documentation collected by the school. The Department of Education requires 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 ID 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 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, 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 App. 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>
		Self			

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C. VERIFICATION OF 2016 INCOME INFORMATION

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

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 signed copy of my 2016 tax return. (See page 3 for further instructions)	<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, list all of your employer(s) and income earned below for 2016 AND 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"/> I did not earn income 2016 and I am NOT required to file a 2016 U.S. Federal Tax Return.
Employer	Earnings/Income							
	\$							
	\$							
PARENT 1								
<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 signed copy of my 2016 tax return. (See page 3 for further instructions)	<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, list all of your employer(s) and income earned below for 2016 AND 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"/> I did not earn income 2016 and I am NOT required to file a 2016 U.S. Federal Tax Return. (See page 3 for further instructions) <input type="checkbox"/> I am attaching my 2016 IRS Verification of Nonfiling.
Employer	Earnings/Income							
	\$							
	\$							
PARENT 2 (if applicable)								
<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 signed copy of my 2016 tax return. (See page 3 for further instructions)	<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, list all of your employer(s) and income earned below for 2016 AND 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"/> I did not earn income 2016 and I am NOT required to file a 2016 U.S. Federal Tax Return. (See page 3 for further instructions) <input type="checkbox"/> I am attaching my 2016 IRS Verification of Nonfiling.
Employer	Earnings/Income							
	\$							
	\$							

D. HIGH SCHOOL COMPLETION DOCUMENTATION – You must provide one of the following to the Financial Aid Office:

- High school diploma or official high school transcript including graduation date
- The student’s General Educational Development (GED) certificate, an official GED transcript, or a state-authorized high school equivalent certificate
- Students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document*
- Official Academic transcript of a completed two-year program acceptable for full credit toward a bachelor’s degree
- For a homeschooled student, the original secondary school completion credential for homeschool

****See Financial Aid Office for additional instructions**

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E. **DOCUMENTATION OF IDENTITY/STATEMENT OF EDUCATIONAL PURPOSE** - The student must appear in person at the Postsecondary Educational Institution to verify his/her identity by presenting valid government issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport.

Complete only in the presence of the institutional official or notary, the following English or Spanish Statement:

STATEMENT OF EDUCATIONAL PURPOSE

I certify that I _____ am the individual signing this *Statement of Educational Purpose* and
Print Name
that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of
attending _____ for the 2018-2019 academic year.
Name of Postsecondary Educational Institution

STUDENT SIGNATURE

DATE

DECLARACIÓN DE PROPÓSITO EDUCATIVO

Yo certifico que yo, _____, soy el individuo que firma esta *Declaración de*
Nombre de Estudiante
Propósito Educativo y que la ayuda financiera federal estudiantil que yo pueda recibir, sólo será utilizada para fines educativos
y para pagar el costo de asistir a _____ en el 2018-2019.
Nombre de Institución Educativa Postsecundaria

FIRMA DEL ESTUDIANTE

FECHA

F. **NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT** – **Complete this section only if you are unable to appear in person at the Postsecondary Educational Institution.** This section must be completed in the presence of a notary.

If you are **unable** to appear in person at the *Financial Aid Offices of the VCCCD* to verify his or her identity, you must provide:

1. 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; and
2. The Statement of Educational Purpose in English or Spanish (section 5 of this worksheet) completed in the presence of a notary; and
3. The original Notary's Certificate of Acknowledgement (next page):

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NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT

State of _____

City/County of _____

On _____, before me _____,
Date *Notary's Name*

personally appeared _____, and proved to me
Printed Name of Signer

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

(seal)

Notary's Signature

My Commission Expires on _____

G. CERTIFICATION & SIGNATURES – The people signing this worksheet certify 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 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.