



2018–2019 VERIFICATION WORKSHEET INDEPENDENT STUDENT

Office of Financial Aid

Your 2018-2019 Free Application for Federal Student Aid (FAFSA)/California Dream Application was selected for review in a process called verification. The law requires that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA/California Dream Application. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA/California Dream Application with the information on this worksheet and with any other required documents. If there are differences, your FAFSA/California Dream Application information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Solano Community College's Office of Financial Aid may ask for additional information. If you have questions about verification, contact SCC's Financial Aid Office as soon as possible so that your financial aid will not be delayed.

A. Student Information (Please complete using blue/black ink)

Last Name	First Name	M.I.	SCC ID Number
Address (include apt. no.)			E-mail Address
City	State	Zip Code	Phone Number

B. Independent Student's Family Information

List below the people in **your** household, include:

- Yourself
- Your spouse, if you are married
- Your children, if any, if you will provide more than half of their support from July 1, 2018, through June 30, 2019, or if the child would be required to provide your information if they were completing a FAFSA/California Dream Application for 2018-2019. Include children who meet either of these standards, even if they do not live with you.
- Other people if they live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

Include the name of the college for any household member who will be enrolled, **at least half time** in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2018, and June 30, 2019. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		Self	Solano Community College	

C. Student's 2016 Income Information To Be Verified – Fill Out Appropriate Section:

Student Tax Return Filers

Important Note: If the student filed, or will file, an *amended* 2016 IRS tax return, the student must contact the financial aid administrator before completing this section.

Instructions: Complete this section if the student filed or will file a 2016 IRS income tax return. The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) on the FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2016 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA (Does not apply to Dream Act Applicants).
- The student is unable or chooses not to use the IRS Data Retrieval Tool on the FAFSA, and the student's **2016 IRS tax return transcript** is attached to this worksheet.

Student Nontax Filers

Instructions: Complete this section and **attach proof of non-filing from the IRS, 2016 W-2(s) and/or 2016 Wage & Income Transcript if necessary**, if the student will not file and is not required to file a 2016 income tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2016.
- The student was employed in 2016 and has listed below the names of all the student's employers and the amount earned from each employer in 2016. Attach copies of all 2016 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form.*

Employers Name	2016 Amount Earned
Suzy's Auto Body Shop (example)	\$2,000

D. Certification and Signatures

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse's signature is optional.

Student's Signature

Date

Spouse's Signature (optional)

Date

WARNING: Purposely giving false or misleading information on this worksheet may result in fines and/or jail time.

Attn: Faxed copies will not be accepted. Originals must be submitted.

Do not mail this worksheet to the U.S. Department of Education

Financial Aid Verification Frequently Asked Questions

What is the IRS Data Retrieval Tool (IRS DRT)?

The IRS DRT allows applicants who have already filed their federal income tax returns to prefill the answers to some questions on the FAFSA by transferring data from their federal income tax returns.

How do I use the IRS Data Retrieval Tool?

Log into your FAFSA to access the IRS Data Retrieval Tool and follow the instructions provided on the FAFSA. You should not use this tool if any of the following conditions apply for 2016:

- You filed an amended federal tax return
- Your federal tax filing status is married, filing separately
- You filed both, a federal tax return and a foreign tax return

How do I obtain a 2016 IRS Tax Return Transcript (for tax filers) or 2016 Wage & Income Transcript (for nontax filers)?

- Get Transcript by MAIL – go to www.irs.gov, under the Tools heading, click “Get a tax transcript.” Click “Get Transcript by MAIL.” Make sure to request the “**IRS Tax Return Transcript**” and **NOT** the “IRS Tax Account Transcript.” Delivers return transcript in 5-10 calendar days via postal mail to the address of record.
- Get Transcript ONLINE – go to www.irs.gov, under the Tools heading, click “Get a tax transcript.” Click “Get Transcript ONLINE.” Make sure to request the “**IRS Tax Return Transcript**” and **NOT** the “IRS Tax Account Transcript.” Verification of Non-filing available as well. Immediately displays PDF version of the **Tax Return Transcript, Record of Account Transcript, Wage & Income Transcript and/or Verification of Non-filing**, for users to view, print, and/or save. Requires Additional authentication to establish a user account.
- Automated Telephone Request – 1-(800)-908-9946. Make sure to request the “**IRS Tax Return Transcript**” **NOT** the “IRS Tax Account Transcript.” Delivers IRS Tax Return Transcript within 5-10 calendar days.
- Paper Request Form – IRS Form 4506-T. Delivers **IRS Tax Return Transcript, Record of Account Transcript, Wage & Income Transcript and/or Verification of Non-filing** within 5-10 calendar days.

In most cases, for electronic tax return filers, 2016 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2016 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2016 paper IRS income tax returns, the 2016 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6–8 weeks after the 2016 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

What if I...	Please provide:
Amended the Tax Return for 2016?	<ul style="list-style-type: none"> • A Tax Return Transcript <u>AND</u> • A signed copy of the IRS 1040X that was filed
Filed a Tax Return extension for 2016?	<ul style="list-style-type: none"> • A copy of IRS form 4868 that was filed with the IRS for tax year 2016 <u>AND</u> • A copy of the IRS’s approval of an extension beyond the automatic six-month extension if the individual requested extension of the filing for tax year 2016 <u>AND</u> • Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after Oct. 1, 2016 <u>AND</u> • All 2016 W2s and 1099s or • If self-employed, a signed statement certifying the amount of the individual’s Adjusted Gross Income (AGI) and the U.S. Income Tax Paid for tax year 2016
Did not file a Tax Return for 2016?	<ul style="list-style-type: none"> • Attach all 2016 W-2s or a 2016 IRS Wage & Income Transcript if wages were earned.
Filed a Foreign Tax Return for 2016?	<ul style="list-style-type: none"> • A signed and translated copy. Convert all figures to U.S. dollars
Was a Victim of IRS Tax-Related Identity Theft?	<ul style="list-style-type: none"> • A Tax Return Database View (TRDBV) obtained from the IRS <u>AND</u> • A statement signed and dated by the tax filer indicating that he/she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft <p>Tax filers may obtain a TRDBV transcript and inform the IRS of the tax-related identity theft by contacting the IRS’s Identity Protection Specialized Unit (IPSU) at 1-(800)-908-4490</p>