



Your 2019-2020 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 Financial 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, 2019, through June 30, 2020, or if the child would be required to provide your information if they were completing a FAFSA/California Dream Application for 2019-2020. 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, 2020.

**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, 2019, and June 30, 2020. *If more space is needed, attach a separate page with the student's name and Student ID 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 2017 Income Information To Be Verified – Fill Out Appropriate Section:**

**Student Tax Return Filers**

**Important Note:** If the student filed, or will file, an *amended* 2017 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 2017 IRS income tax return. The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) on FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov). In most cases, no further documentation is needed to verify 2017 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 2017 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 and the student's **2017 IRS tax return transcript** is attached.
- The student is unable or chooses not to use the IRS Data Retrieval Tool and a **Signed & Dated copy of all pages of the student's 2017 IRS federal income tax return** is attached.

**Student Non-Tax Filers**

**Instructions:** Complete this section and **attach Verification of Non-filing from the IRS, 2017 W-2(s) and/or 2017 Wage & Income Transcript if necessary**, if the student will not file and is not required to file a 2017 income tax return with the IRS.

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2017.
- The student was employed in 2017 and has listed below the names of all the student's employers, the amount earned from each employer in 2017. *List every employer even if they did not issue an IRS W-2 form.*

Employers Name	2017 Amount Earned
Suzy's Auto Body Shop (example)	\$2,000

**E. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student must sign and date. 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.

**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 2017:

- 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 2017 IRS Tax Return Transcript (for tax filers), or a 2017 Wage & Income Transcript and a 2017 Verification of Non-filing (for nontax filers)?**

- **Get Transcript by MAIL** – go to [www.irs.gov](http://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](http://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.

**If I filed a 2017 income tax return with the IRS and cannot obtain a 2017 IRS Tax Return Transcript, can I submit a copy of my return instead?**

Yes, you may submit **signed and dated** copies of all the pages of your **2017 IRS federal income tax return** (this includes all schedules).

In most cases, for electronic tax return filers, 2017 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2017 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2017 paper IRS income tax returns, the 2017 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6–8 weeks after the 2017 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 and/or my spouse...	Please provide:
Amended the Tax Return for 2017?	<ul style="list-style-type: none"> <li>• A Tax Return Transcript <b>AND</b></li> <li>• A signed copy of the IRS 1040X that was filed</li> </ul>
Filed a Tax Return extension for 2017?	<ul style="list-style-type: none"> <li>• A copy of IRS form 4868 that was filed with the IRS for tax year 2017 <b>AND</b></li> <li>• 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 2017 <b>AND</b></li> <li>• 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, 2018 <b>AND</b></li> <li>• All 2017 W2s and 1099s or</li> <li>• If self-employed, a signed statement certifying the amount of the individual's</li> </ul>
Filed a Foreign Tax Return for 2017?	<ul style="list-style-type: none"> <li>• A signed and translated copy. Convert all figures to U.S. dollars</li> </ul>
Did not file a 2017 Income Tax Return with the IRS?	<ul style="list-style-type: none"> <li>• 2017 IRS Verification of Non-Filing Letter</li> </ul>
Cannot find all my 2017 W2(s) and/or 1099s?	<ul style="list-style-type: none"> <li>• 2017 IRS Wage &amp; Income Transcript</li> </ul>
Was a Victim of IRS Tax-Related Identity Theft?	<ul style="list-style-type: none"> <li>• A Tax Return Database View (TRDBV) obtained from the IRS <b>AND</b></li> <li>• 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</li> </ul> <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>