



Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law requires that before awarding federal student aid, the SCC Financial Aid Office must ask you to confirm the information you and/or your parents reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA application with the information on this worksheet and any other required documents. If there is conflicting information, your FAFSA application 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(s) to the SCC Financial Aid Office. We may ask for additional documentation. If you have questions about verification, please contact the Financial Aid Office as soon as possible so 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. Dependent Student's Family Information

List below the people in your **parent(s)**' household. **Include:**

- **Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).**
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2019, through June 30, 2020, or if the other children would be required to provide parental 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 your parent(s).***
- Other people if they now live with your parent(s) and ***your parent(s) 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, excluding your parent(s), 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. 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 ALL **2017 W-2(s) 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

D. Parent's Income Information To Be Verified – Fill Out Appropriate Section:

Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents

Parent Tax Return Filers

Important Note: If the student's parent(s) filed, or will file, an *amended* 2017 IRS tax return, please contact the financial aid administrator before completing this section.

Instructions: Complete this section if the student's parent(s) 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. 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's parent(s) 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's parent(s) were unable or chooses not to use the IRS Data Retrieval Tool on the FAFSA and the student's parent(s)' **2017 IRS tax return transcript** is attached.
- The student's parent(s) were unable or chooses not to use the IRS Data Retrieval Tool and **Signed & Dated copies of all pages of the parent(s) 2017 IRS federal income tax return** are attached.

Parent Non-Tax Filers

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

Check the box that applies:

- The student's parent(s) was not employed and had no income earned from work in 2017.
- The student's parent(s) was employed in 2017 and has listed below the names of all the student's parent(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. Student's High School Completion Status

Provide one of the following documents as proof of your high school completion status for when you begin college in 2019-2020:

- I have a high school diploma**
 - A copy of my high school diploma is attached
 - A copy of my final, official high school transcript is attached (must include date of graduation)

- I have a GED**
 - A copy of my GED Certificate is attached
 - A copy of my GED transcripts are attached

- I received a State Certificate**
 - A copy of my state-recognized high school equivalent certificate is attached

- I was home schooled**
 - A copy of California home school academic transcript is attached (must be signed by the parent or guardian of the home school)
 - A copy of my home school credential is attached (if home schooled outside the state of California)

- I have a foreign high school diploma**
 - A copy of my "secondary school leaving certificate" or similar government document is attached

- None of the above**
 - An academic transcript showing successful completion of a two-year college program is attached (must be acceptable for full credit toward a bachelor's degree)
 - A copy on my Ability-to-Benefit (ATB) test with a passing score is attached (must be dated **prior** to July 1, 2012)
 - An official college transcript with at least 6 completed credit hours toward a degree or certificate is attached (must have been earned **prior** to July 1, 2012)

F1. Statement of Educational Purpose and Identity Verification

Instructions: Check one of the boxes below. If **unable to appear in person at the Solano Community College**, please check the second box and read additional instructions below.

- I am appearing in person with my valid government-issued photo ID (driver's license, state identification card, or passport). **Sign Statement of Educational Purpose on the next page then continue to page 4 section G.**

- I am unable to appear in person and have attached a notarized copy of this form **AND** a copy of my valid government-issued photo ID (driver's license, state identification card, or passport). **Sign the Statement of Educational Purpose then continue to section F2.**

Office Use Only:	<input type="checkbox"/> Made ID Copy	<input type="checkbox"/> Date Stamped	<input type="checkbox"/> Staff Initials: _____
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Student's Name: _____ SCCID#: _____

Identity and Statement of Educational Purpose
(To be signed at the institution OR in the presence of a Notary)

The student must appear in person at Solano Community College to verify his or her identity by presenting an unexpired valid government-issued photo ID such as a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose and that the Federal Student Financial Assistance I may receive will only be used for educational purposes and to pay the cost of attending Solano Community College for 2019-2020.

Student Signature

Date

SCC ID Number

F2. Notary's Certificate of Acknowledgement (complete only if unable to appear in person)

NOTE: If the student is unable to appear in person at Solano Community College to verify his or her identity, the student must provide to the institution:

- a) A **copy of the unexpired valid government-issued photo identification** (ID) that is acknowledged in the notary statement on page 2, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; **AND**
- b) The original Statement of Educational Purpose on page 2, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

State of _____ State City/County of _____ City or County

On _____, before me, _____ personally

Appeared, _____, and proved to me on basis of satisfactory evidence of

identification _____ to be the above-named person who signed the

_____ Type of government issued ID provided
forgoing instrument. **WITNESS my hand and official seal**

Notary Signature

My commission expires on _____
Date

PLEASE NOTE: Notary section is for students who cannot appear in person. Faxed copies will **NOT** be accepted

Notary Seal

E. Certification and Signatures

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

Student's Signature

Date

Parent's Signature

Date

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

Originals must be submitted, faxed copies will NOT be accepted.

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 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, 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.

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 my parent(s) or I...	Please
Amended the Tax Return for 2017?	<ul style="list-style-type: none"> • A Tax Return Transcript AND • A signed copy of the IRS 1040X that was filed
Filed a Tax Return extension for 2017?	<ul style="list-style-type: none"> • A copy of IRS form 4868 that was filed with the IRS for tax year 2017 AND • 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 AND • 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 AND • All 2017 W2s and 1099s or • If self-employed, a signed statement certifying the amount of the individual's
Filed a Foreign Tax Return for 2017?	<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 AND • 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>