



2017-2018
California Dream Act
Independent Verification Worksheet



Your 2016–2017 California Dream Act Application was selected for review in a process called verification. Before awarding Cal Grant funds, some of your application information must be verified. To verify that you provided correct information, the financial aid administrator at your school will compare your Dream Act Application with the information on this worksheet and with any other required documents. If there are differences, your Dream Act Application information may need to be corrected. You 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. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

Student’s Information

Student’s Last Name	Student’s First Name	Middle Initial	Student ID
Street Address	City	State	Zip code
			Phone Number

Student’s Family Information

List below the people in your household. Include:

- The student (yourself).
- The student’s spouse, if you are married.
- The student’s or spouse’s children, if the student or spouse will provide more than half of their support from July 1, 2017, through June 30, 2018, or if the child would be required to provide your information if they were completing a Dream Act Application for 2017–2018. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now 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, 2018.

Must show valid photo ID at the time of submission

Cañada College (650) 306-3307, College of San Mateo (650) 574-6147, Skyline College (650)738-4236

IMPORTANT - Please use black or blue ink if completing by hand. This document will be scanned into your financial aid file

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, 2017, and June 30, 2018. If more space is needed, attach a separate page with your name and G# at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Least Half Time
Marty Jones (example)		Wife	Central University	Yes
		Self		

Independent Student’s Income Information to Be Verified

TAX RETURN FILERS—**Important Note:** If you (or your spouse, if married) filed, or will file, an amended 2015 IRS tax return, you must contact your financial aid administrator before completing this section.

Instructions: Complete this section if you, the student, **filed or will file** a 2015 income tax return with the IRS.

Check the box that applies:

The student has filed a 2015 tax return and will submit to the school a **2015 IRS tax return transcript**—not a photocopy of the income tax return. To obtain an IRS tax return transcript, go to www.irs.gov and click on the “Get Transcript of Your Tax Records” link, or call 1-800-908-9946. Make sure to request the “IRS tax return transcript” and not the “IRS tax account transcript.” You will need your Social Security number or Individual Taxpayer Identification Number (ITIN), date of birth, and the address on file with the IRS (normally this will be the address used when the 2015 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

Check here if the student’s IRS tax return transcript is attached to this worksheet.

Check here if the student’s IRS tax return transcript will be submitted to the student’s school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student’s school.

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TAX RETURN NONFILERS—Complete this section if you, the student (and, if married, your spouse), will not file and **are not required** to file a 2015 income tax return with the IRS.

Check the box that applies:

The student (and, if married, the student’s spouse) was not employed and had no income earned from work in 2015. If you selected this option, you are **required** to submit a “Verification of Non-filing” letter.

- See instructions and options on how to request a “Verification of Non-filing” letter, page 3

The student (and/or the student’s spouse if married) was employed in 2015 and has listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 W-2 forms issued to you (and, if married, to your spouse) by employers. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and G# at the top. If you selected this option, you are required to submit a “Verification of Non-filing” letter.

- See instructions and options on how to request a “Verification of Non-filing” letter, page 3
- **Attach W-2 form(s)** and list all your employer(s) and income earned below

Employer’s Name	2015 Amount Earned	IRS W-2 Attached?
Suzy’s Auto Body Shop (example)	\$2,000.00	Yes

How to Request 2015 Tax Return Transcript

If you are unable to utilize the IRS DRT on the FAFSA, you must obtain a 2015 tax return transcript and submit it together with this verification worksheet. There are 4 ways to obtain your IRS Tax Return Transcript

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.”

Automated Telephone Request – 1-800-908-9946

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.”

Go to your local IRS office

Be aware with option 2 & 3, the transcript can arrive in 5 to 10 calendar days.

You will need the Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN), date of birth, and the address on file with the IRS (normally this will be the address used when the 2015 IRS tax return was filed).

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How to Request a ‘Verification of Non-filing’ Letter

Option 1. Request 4506-T Form online, complete and mail to IRS

Go to www.irs.gov, click on the “Forms and Pubs” heading. Scroll down and select Form 4506-T (Request for Transcript for Tax Return).

On page 2, complete:

Lines 1a through 5

Line 7, check box

Line 9, enter “12/31/2015”

Check box above signature line

Print out form

Sign and date

Send form to IRS. View page 3 for mailing address and/or fax number.

Option 2. How to Get an IRS Verification of Non-Filing Letter

Go to www.irs.gov,

- In the Tools section on the homepage, click “Get a Transcript”
- Click ‘Get Transcript Online’
- Under ‘First Time User’, select “Get Started”. If you already have an account, enter your user ID under “Returning Users” section

If you are unable to register or you prefer not use the “Get Transcript Online” option, you must complete the 4506-T Form.

Certification and Signature

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

Spouse’s Name (Print)

Do not mail this worksheet to the California Student Aid Commission. Submit this worksheet to the financial aid administrator at your school. You should make a copy of this worksheet for your records.

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