



## 2018-2019 V1 Independent Verification Worksheet

Your 2018–2019 Free Application for Federal Student Aid (FAFSA) was selected for verification, a process in which SMCCCD is required by law to compare the information you provided on the FAFSA application and this worksheet, against your 2016 federal income tax documents for you. To complete the verification process, you and your spouse must complete and sign this worksheet and attach required documents, if any. Once the Financial Aid Office reviews your documentation, corrections may be required if inconsistencies are found, which can result in a change of your financial aid eligibility. If information on this form is left blank or is unclear, we may ask for additional information.

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Student's Last Name	Student's First Name	Middle Initial	Student ID
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### Household and College Information

List name, age and relationship of household members (as defined below). Also, include the name of the college for household members who will be enrolled at least half time in a degree, diploma, or certificate program at a post-secondary educational institution any time between July 1, 2018 and June 30, 2019.

- The student.
- The student's spouse, if the student is married
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2018, through June 30, 2019, even if a child does not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2019.

If more space is needed, provide a separate page that includes the student's name and G# at the top.

Full Name	Age	Relationship	Name of College the person will attend at least half-time between 07/01/18 – 06/30/19
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Note: The Financial Aid Office may require additional documentation if there is reason to believe the information is inaccurate.

**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.

## Student 2016 Tax forms and Income Information:

**Instructions:** *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of the FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2016 IRS federal tax return information if the information has not changed. If the student and spouse filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and the **2016 IRS Tax Return Transcript(s)** must be provided for each

### Check the box that applies:

- The student (and spouse) has used the IRS DRT on the FAFSA to transfer 2016 IRS income tax return information into the student's FAFSA.
- The student (and spouse) is unable or chooses not to use the IRS DRT on the FAFSA, and instead will provide the school with a **2016 IRS Tax Return Transcript(s)**.

### The three options for retrieving copies of your tax transcripts are:

- a) To request a [2016 IRS Tax Transcript](http://www.irs.gov/Individuals/Get-Transcript) online go to: (<http://www.irs.gov/Individuals/Get-Transcript>) Make sure you request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript".
  - b) By phone: (800) 908-9946
  - c) Paper request: [IRS Form 4506T-EZ](http://www.irs.gov/pub/irs-pdf/f4506tez.pdf) may be downloaded at: (<http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>)
- The student (and spouse) was not employed and had no income earned from work in 2016. If you selected this option, you are **required** to submit a "Verification of Non-filing" letter.
  - The student (and spouse) was employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016. Provide copies of all 2016 IRS W-2 forms issued to the student (and spouse) by their employers. List every employer even if the employer did not issue an IRS W-2 form. If you selected this option, you are **required** to submit a "Verification of Non-filing" letter.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employers Name	Annual Amount Earned in 2016
_____	_____
_____	_____
_____	_____
_____	_____
Total Amount of Income Earned from Work	_____

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority.

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## How to request a ‘Verification of Non-Filing’ letter

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

1. Go to [Short Form Request for Individual Tax Return Transcript](https://www.irs.gov/pub/irs-pdf/f4506tez.pdf) URL (https://www.irs.gov/pub/irs-pdf/f4506tez.pdf)
2. Complete:
  - a. Lines 1a through 5
  - b. Line 6, enter “12/31/2016”
  - c. Check box above signature line
  - d. Print out form
  - e. Sign and date
  - f. Send form to IRS. View page 2 for mailing address and /or fax number

### Option2. How to get an IRS Verification of Non-Filing Letter

1. Go to Get [Individual Transcript from the IRS](http://www.irs.gov/individuals/get-transcript), URL (http://www.irs.gov/individuals/get-transcript)
2. Click ‘Get Transcript Online’
3. If you are a first time user, select ‘Create Account’. If you already have an account, enter your user ID under “Log In” section
4. If you are unable to register or you prefer not to use the “get transcript Online” option, you must complete the 4506-T Form.

## Certification and Signature

Each person signing below certifies that all of the information reported is complete and correct.

**WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

\_\_\_\_\_  
Print Student’s Name

\_\_\_\_\_  
Student’s Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse’s Signature (Optional)

\_\_\_\_\_  
Date

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