



2018-2019
California Dream Act
Dependent Verification Worksheet

Your 2018-2019 California Dream Act Application was selected for verification, a process in which SMCCCD is required by law to compare the information you provided on the Dream Act application and this worksheet, against your 2016 federal income tax documents for you and your parents. To complete the verification process, you and your parent 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.

Last Name	First Name	Student ID Number
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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 excluding parent(s), 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 parents, (including a stepparent) even if you don't live with your parents. If your parents are unmarried but living together, list them both.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they were completing a Dream Act Application for 2018-2019. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with your parents and the parents provides more than half of that person's support through June 30, 2019.

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.

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

Student 2016 Tax forms and Income Information:

Check the box that applies:

☐ The student filed a 2016 tax return and will submit to the school a **2016 IRS Tax Return Transcript**.

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

1. To request a 2016 IRS Tax Transcript online, select the hyperlink:
<http://www.irs.gov/Individuals/Get-Transcript>
Make sure you request the **IRS Tax Return Transcript** and NOT the IRS Tax Account Transcript.
2. By phone: (800)908-9946
3. Paper request: IRS Form 4506T-EZ may be downloaded by selecting the hyperlink:
<http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>

☐ 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 employers, the amount earned from each employer in 2016. Provide copies of all 2016 IRS W-2 forms issued to the student by their employers. List every employer even if the employer did not issue an IRS W-2 form.

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

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

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Parent(s) 2016 Tax forms and Income Information

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016.

Parent's income Information to be verified – Note: If two parents were reported in the Dependent Student's Family information of this worksheet, the instructions and certifications below refer and apply to both parents.

Check the box that applies:

- ☐ The parent(s) has filed a 2016 tax return and will submit to the school a copy of the parent's **2016 IRS Tax Return Transcript(s)**.

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

1. To request a 2016 IRS Tax Transcript online, select the hyperlink:

<http://www.irs.gov/Individuals/Get-Transcript>

Make sure you request the **IRS Tax Return Transcript** and NOT the IRS Tax Account Transcript

2. By phone: (800)908-9946

3. Paper request: IRS Form 4506T-EZ may be downloaded by selecting the hyperlink:

<http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>

- ☐ Neither parent was employed nor had income earned from work in 2016. If you selected this option, you are **required** to submit a Verification of Non-Filing letter.

One or both parents were 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 parents 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 an IRS Verification of Non-Filing letter

Option 1. Request 4506-T Form online at <https://www.irs.gov/pub/irs-pdf/f4506tez.pdf>

1. 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. The mailing address and fax number are on page two

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

1. Select the IRS hyperlink: <http://www.irs.gov/individuals/get-transcript>,
2. Select '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

Print Parent's Name

Parent's Signature (Required)

Date

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