



SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT



## 2018-2019 V1 Dependent Verification Worksheet

Your 2018–2019 Free Application for Federal Student Aid (FAFSA) was selected for verification, a process in which SMCCD 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 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.

---

Student’s Last Name	Student’s First Name	Middle Initial	Student ID
---------------------	----------------------	----------------	------------

### Number of 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 parent. 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 FAFSA 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 you parents and your parents 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](http://FAFSA.gov). In most cases, no further documentation is needed to verify 2016 IRS federal tax return information if the information has not changed.

**Check the box that applies:**

- The student has used the IRS DRT in on the *FAFSA* to transfer 2016 IRS income tax return information into the student’s *FAFSA*.
- The student 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 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 may be downloaded at: <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 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 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 ID number at the top.

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

**Must show valid photo ID at the time of submission**

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.

**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](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2016 IRS federal tax return information if the information has not changed.

**Check the box that applies:**

- The parents have successfully used the IRS DRT on the FAFSA to transfer 2016 IRS income tax return information into the student’s FAFSA.
- The parents are unable or choose not to use the IRS DRT in FAFSA on the Web, 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 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 may be downloaded at: <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	_____

**Must show valid photo ID at the time of submission**

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.

#### How to request a "Verification of Non-Filing" Letter

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

1. Go to [www.irs.gov](http://www.irs.gov), click on the "Forms and Instructions" heading. Scroll down and select Form 4506-T (Request for Transcript for Tax Return).
2. On page 1, complete:
  - a. Lines 1a through 5
  - b. Line 7, check box
  - c. Line 9, enter "12/31/2016"
  - d. Check box above signature line
  - e. Print out form
  - f. Sign and date
  - g. 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 <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

\_\_\_\_\_  
Print Parent's Name

\_\_\_\_\_  
Parent's Signature (Required)

\_\_\_\_\_  
Date

**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.