



2017–2018  
California Dream Act  
Dependent Verification Worksheet



Your 2017–2018 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. 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 and at least one parent 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.

**Dependent Student’s Information**

Student’s Last Name	First Name	Middle Initial	Student’s ID Number
Student’s Street Address (include apt. no.)			Student’s Date of Birth
City	State	Zip Code	Student’s Email Address
Student’s Home Phone Number (include area code)			Student’s Cell Phone Number

**Dependent Student’s Family Information**

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

- The student (yourself).
- Your parent(s) (including a stepparent, if your parent has remarried) even if you don’t live with your parent(s).
- Your parent(s)’ other children if the parent(s) will provide more than half of the children’s support from July 1, 2017, through June 30, 2018, or if the other children would be required to provide parental information if they were completing a Dream Act Application for 2017–2018. Include children who meet either of these standards, even if a child does not live with the parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of that person’s 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

In the chart below, list 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, 2017, and June 30, 2018.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Marty Jones (example)	28	Wife	Central University	Yes
		Self		

**Dependent Student’s Income Information to Be Verified**

1. TAX RETURN FILERS—Important Note: If the student filed, or will file, an amended 2015 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 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](http://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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2. TAX RETURN NONFILERS – Complete this section if the student will not file and is **not required** to file a 2015 income tax return with the IRS.

Check the box that applies:

I did not have earnings in 2015 and I did not file a 2015 Tax Return. 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 4

I worked in 2015, **but** I did not file a 2015 Tax Return and I am not required to file a Tax Return. 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 4
- Attach W-2 form(s) and list all your employer(s) and income earned below
- My source of income was:

Source of Income	Annual Amount

**Parent’s Income Information to be verified**—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

1. TAX RETURN FILERS—**Important Note:** If the student’s parent(s), filed or will file, an **amended** 2015 IRS tax return the student’s financial aid administrator must be contacted before completing this section.

**Instructions:** Complete this section if the student’s parent(s) filed or will file a 2015 income tax return with the IRS.

**Check the box that applies:**

The parent has filed a 2015 tax return and will submit to the student’s school a copy of the parent’s **2015 IRS tax return transcript(s)**—not photocopies of the income tax return. To obtain an IRS tax return transcript go to [www.irs.gov](http://www.irs.gov) and click on the “Order a Return or Account Transcript” link, or call 1-800-908- 9946. Make sure you order the “IRS tax return transcript” and not the “IRS tax account transcript.” The parent will need his or her 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 tax return filers. If the parents are married, and separate 2015 tax returns were filed, 2015 IRS tax return transcripts must be submitted for each parent.

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Check here if an IRS tax return transcript(s) is attached to this worksheet.

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

2. TAX RETURN NONFILERS—Complete this section if the student’s parent(s) will not file and **is not required** to file a 2015 income tax return with the IRS.

Check the box that applies:

Parent(s) did not have earnings in 2015 and did not file a 2015 Tax Return. If your parent(s) selected this option, they 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 4

Parent(s) worked in 2015, **but** did not file a 2015 Tax Return and is/are not required to file a Tax Return. If parent(s) selected this option, they 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 4
- **Attach W-2 form(s)** and list all your parent(s) 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 (example)	Yes (example)

**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

1. **Get Transcript ONLINE** – Go to [www.irs.gov](http://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.”
2. **Automated Telephone Request** – 1-800-908-9946
3. **Get Transcript by MAIL** – Go to [www.irs.gov](http://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.”
4. **Go to your local IRS office**

Be aware with options 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

1. Go to [www.irs.gov](http://www.irs.gov), click on the “Forms and Pubs” heading. Scroll down and select Form 4506-T (Request for Transcript for Tax Return).
2. On page 2, complete:
  - a. Lines 1a through 5
  - b. Line 7, check box
  - c. Line 9, enter “12/31/2015”
  - d. Check box above signature line
  - e. Print out form
  - f. Sign and date
  - g. 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

1. Go to [www.irs.gov](http://www.irs.gov),
2. In the Tools section on the homepage, click “Get a Transcript”
3. Click ‘Get Transcript Online”
4. Under ‘First Time User”, select “Get Started”. If you already have an account, enter your user ID under “Returning Users” section
5. If you are unable to register or you prefer not use the “Get Transcript Online” option, you must complete the 4506-T Form

### F. 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

**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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