



2017–2018 V1



# Independent Verification Worksheet

Your 2017–2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we must ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA 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.

## Student’s Information

Student’s Last Name	Student’s First Name	MI	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 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, 2017, through June 30, 2018, 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, 2018.

Number in College: Include in the space below information about any household member who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2017, and June 30, 2018, and include the name of the college.

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

Full Name (First and Last)	Age	Relationship to student	Name of College the person will attend at least half-time between 07/01/17 – 06/30/18
		SELF	

Note: **If we have reason to believe that the information above is inaccurate, we may require additional documentation.**

**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.

**Verification of 2015 IRS Income Tax Return Information**

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 [www.FAFSA.gov](http://www.FAFSA.gov). In most cases, no further documentation is needed to verify 2015 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

- ✓ Check **one** box for Student AND **one** for Spouse (if married)

**STUDENT**

- I used the **IRS Data Retrieval Tool (DRT)** on my FAFSA on the Web
  - Important Note: if you used the IRS DRT and later changed the information, you must submit a 2015 Tax Return Transcript
- I am unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a 2015 IRS Tax Return Transcript
  - Copies of tax returns will not be accepted
- 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

Employer	2015 Earnings/Income

- 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
  - My source of income was:

Source of Income	Annual Amount

**SPOUSE**

- I filed Married Filing Jointly with the student and used the **IRS Data Retrieval Tool (DRT)** on the FAFSA on the Web
  - Important Note: if you used the IRS DRT and later changed the information, you must submit a 2015 Tax Return Transcript
- I am unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a 2015 IRS Tax Return Transcript
  - Copies of tax returns will not be accepted
- 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

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Employer	Earnings/Income

I did not file a 2015 Tax Return and did not have earnings 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 4
- My source of income was:

Source of Income	Amount

**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 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).*

**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.

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**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

**Certification and Signatures**

**WARNING: If you purposely give false or misleading information, you may be fined, be sentenced to jail, or both.** Each person signing this worksheet certifies that all of the information reported is complete and correct. The student must sign and date.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (optional)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Name (Print)

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