

<b>Office Use Only</b>
Staff Initial _____ Date Rec'd _____

## 2017-2018 Standard (V1) Verification Worksheet Dependent Student

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 may ask you to confirm the information you and your parents 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 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.

### A. Dependent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security 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 Alternate or Cell Phone Number

### B. Dependent Student's Family Information

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

- **Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).**
- Your parent(s)' other children if your parent(s) will provide more than half of their 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 FAFSA for 2017-2018. ***Include children who meet either of these standards, even if they do not live with your parent(s).***
- Other people if they now live with your parent(s) and ***your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2018.***

**Include 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. *If more space is needed, attach a separate page with the student's name and Student ID Number at the top.***

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Justin Bass</i>	<i>29</i>	<i>Self</i>	<i>College of Marin</i>	<i>(Yes or No)</i>

**Note:** We may require additional documentation if we have reason to believe that the information regarding household members enrolled in eligible postsecondary educational institutions is inaccurate.

Student's Name: \_\_\_\_\_ ID#: **M00** \_\_\_\_\_

**C. 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 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2015 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

**Check the box that applies:**

- The student has used the IRS DRT in FAFSA on the Web to transfer their 2015 IRS income tax return information into the students FAFSA
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2015 IRS Tax Return Transcript(s)**
- The student is providing the school a **signed** paper copy of the 2015 Tax Return

A **2015 IRS Tax Return Transcript** may be obtained through:

- 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."
- 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."
- Automated Telephone Request – 1-800-908-9946

In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6–8 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

- Check here if a 2015 IRS Tax Return Transcript is provided

**2. TAX RETURN NONFILERS**— Complete section below AND provide one of the following:

**Check the box that applies:**

- The student was not employed, had no income earned from work in 2015. Please fill out section below or provide **IRS Form 4506-T** which can be obtained at: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
- The student was employed in 2015 and has listed below the names of all employers, the amount earned from each employer in 2015. Provide copies of all 2015 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 more space is needed, provide a separate page with the student's name and ID number at the top*

Employer's Name	W-2 & IRS Form 4506-T Provided?	Annual Amount Earned in 2015
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

Student's Name: \_\_\_\_\_ ID#: M00\_\_\_\_\_

**D. Parent's Income Information to Be Verified-**

**1. TAX RETURN FILERS—Important Note:** If the student's parent(s), filed or will file, an amended 2015 IRS tax return, filed or will file separate IRS income tax returns for 2015 or had a change in marital status after December 31<sup>st</sup>, 2015 the student's financial aid administrator must be contacted before completing this section.

**Instructions:** Complete this section if the parents filed or will file a 2015 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2015 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

**Check the box that applies:**

- The parent(s) have used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA.
- The parent(s) are 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(s)**.
- The parent(s) is providing the school a signed paper copy of the 2015 Tax Return

**A 2015 IRS Tax Return Transcript may be obtained through:**

- 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."
- 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."
- Automated Telephone Request – 1-800-908-9946

In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6–8 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript. If the parents filed separate 2015 IRS income tax returns, the IRS DRT cannot be used and the **2015 IRS Tax Return Transcript(s)** must be provided for each.

Check here if a 2015 IRS Tax Return Transcript is provided

**2. TAX RETURN NONFILERS**—Complete the section below AND must provide one of the following:

- Neither parent(s) were employed nor had income earned from work in 2015. Please fill out section below and provide **IRS Form 4506-T** which can be obtained at: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
- One or both parents were employed in 2015 and have listed below the names of all employers and the amount earned from each employer in 2015. Provide copies of all 2015 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 more space is needed, provide a separate page with the student's name and ID number at the top*

Employer's Name	IRS W-2 & IRS Form 4506-T Provided?	Annual Amount Earned in 2015
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2016 that indicated a 2015 IRS income tax return was not filed with the IRS of other relevant tax authority

**Student's Name:** \_\_\_\_\_ **ID#: M00**\_\_\_\_\_

**E. Certification and Signatures**

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's ID Number

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

*Submit this worksheet in person or by mail to:*

*College of Marin  
Enrollment Services Office  
835 College Avenue  
Kentfield, CA 94904*