

## VERIFICATION WORKSHEET 2017-18 DEPENDENT STUDENT

*\*\*Please complete this form using only black or blue pen\*\**

Name \_\_\_\_\_

Student ID (700 #): \_\_\_\_\_

Date of Birth \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

List the people in your parents' household; include:

- **Yourself and your parent(s) (including stepparent) even if you don't live with your parents, and**
- **Your parents' other children**, if (a) your parents provide more than half of their support or (b) the children would be required to provide parental information when applying for Federal Student Aid.
- Other people if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2017 through June 30, 2018.

Also write in the name of the college for any family member listed who will be attending at least half-time between July 1, 2017, and June 30, 2018, and will be enrolled in a degree or certificate program. Attach a separate page if necessary.

Full Name	Age	Relationship to Student	College
		<b>Self</b>	

(\*Stepparents in the household must be listed above and included on the FAFSA, per federal regulations\*)

### PROVIDING 2015 TAX INFORMATION

(The FAFSA is changing this year and is using tax information from the prior-prior year of 2015, not 2016!)

**Student:** Please **check ONE** of the three lines below and **follow through with the required action**.

\_\_\_\_ I filed or am required to file a 2015 federal tax return.

**Action:** See attached instructions for submitting your tax information.

\_\_\_\_ I was not required to file a 2015 federal tax return but I had 2015 wages from an employer.

**Action:** Please submit your 2015 W-2.

\_\_\_\_ I was not required to file a 2015 federal tax return and I did **not** have 2015 wages from an employer.

**Action:** No action required.

**Parents:** Please **check ONE** of the three lines below concerning your parents and **follow through with the required action**.

\_\_\_\_ My parents filed or are required to file a 2015 federal tax return.

**Action:** See attached instructions for submitting your tax information.

\_\_\_\_ My parents were not required to file a 2015 federal tax return but they had 2015 wages from an employer.

**Action:** Please submit your parent's 2015 W-2 and a *signed* means-of-support letter explaining how they supported themselves in 2015.

\_\_\_\_ My parents were not required to file a 2015 federal tax return and they did **not** have 2015 wages from an employer.

**Action:** Parents must submit a *signed* means-of-support letter explaining how they supported themselves in 2015.

**By signing this worksheet, I certify that all of the information provided is complete and correct.**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

(Original signature required with blue or black ink only. Electronic signatures will not be accepted.)

## **PROVIDING TAX INFORMATION**

***Please read carefully!***

You have been selected by the U.S. Department of Education for a verification process which requires the Financial Aid Office to verify the information provided on your FAFSA.

To submit student or parent tax information, you must choose one of the two options below. We can no longer accept copies of federal tax returns for verifications.

You will need to wait 2-3 weeks if you filed electronically or 6-8 weeks if you filed a paper copy of your return with the IRS before you are able to use either option below.

### **Option 1: Link your FAFSA to your Tax Information**

This will transfer your tax information from the IRS directly to the FAFSA. If you complete this option successfully, you do NOT need to submit any paper tax information to the Financial Aid Office.

1. Log into your FAFSA account at <https://fafsa.ed.gov/>
2. Click "Make Corrections" link if you have previously completed a FAFSA. If not, create one now.
3. Click on the "Financial Information" tab at the top.
4. Click on the "View option to link to the IRS" or "Link to the IRS"
5. This will take you away from FAFSA temporarily to the IRS website where you will enter the personal information of the primary filer.
  - a. Note: Be sure to enter the name and address EXACTLY as it appears on the tax return.
  - b. Note: Be sure to "Submit" the data and then "Transfer" your data to your FAFSA.
  - c. Note: You will need to do this twice in order to link both the parent and student tax information.
6. Make sure to go to the last page of your FAFSA to sign and resubmit the FAFSA.
  - a. If you are a dependent student, you and your parent will need to resign the FAFSA.

### **Option 2: Request an IRS Tax Return Transcript**

This will request a paper IRS Tax Return Transcript directly from the IRS that you can then submit to the Financial Aid Office. Please note, we are not able to accept any other type of transcript at this time. If you need to provide your spouse's tax information, you must choose this option.

#### **The four ways to request a transcript are:**

1. **Online** (You must allow popups in your browser): Go to <https://www.irs.gov/transcript> and click on the "Get Transcript Online" link. Follow the instructions to set up an account and then request the transcript.  
Note the following:
  - a. You will need an email address that you can access easily for a secure code.
  - b. You will need a cell phone in your name with texting capability to access a secure code. This will not work with "Pay-As-You-Go" phone plans.
  - c. The full name, social security number, date of birth, the address on the return, filing status of the primary filer.
  - d. A credit card number, auto loan account number, mortgage account number, home equity loan or line of credit account number.
2. **Mail**: Go to <https://www.irs.gov/transcript> and click on the "Get Transcript by Mail" link and follow the instructions. You will receive the transcript in 5 – 10 business days in the mail.
3. **Phone**: Call 800-908-9946 and follow the voice prompts (Select choice #2). You will receive the transcript in 5 – 10 business days in the mail.
4. **In Person**: You may be able to go to your local IRS office and have them print a transcript for you. (Note: The Grand Junction IRS office is no longer printing tax return transcripts).