

DREAM ACT VERIFICATION WORKSHEET INDEPENDENT STUDENT INSTRUCTIONS

Section C of the DREAM ACT Verification Worksheet Independent Student requests information about the student and spouse, if applicable, 2016 Federal Tax Return. In order to provide that to the Southwestern College Financial Aid Office, you will need to request a 2016 Tax Return Transcript from the IRS. Below you will find instructions on how to request an IRS Tax Return Transcript or Verification of Non-filing Letter. Section D of the DREAM ACT Verification Worksheet Independent Student is for the student and spouse, if applicable, that DID NOT file a 2016 Federal Tax Return and earned wages and, also if applicable, must provide copies of all W-2's AND a Verification of Non-filing Letter. Submit your worksheet along with all requested documents to the SWC Financial Aid Office at the Chula Vista campus or to any of the Student Services Departments at any of the Higher Education Centers.

Tax Filers: How to request an IRS Tax Return Transcript

You are required to provide a copy of your and your spouse, if applicable, 2016 Tax Return Transcript and W-2's.

1. Contact the IRS at www.irs.gov/Individuals/Get-Transcript or call 1-800-908-9946.
2. Be sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
3. You will need your Social Security Number, date of birth, and the address on file with the IRS. The address is the mailing address used when filing the tax return.
4. Alternatively, you can submit a completed paper 4506-T IRS Request for a Transcript of Tax Return that can be mailed or faxed to the IRS. You must check BOX 6a on the form to request a tax return transcript.

The transcript(s) requested, depending on the time of year, are generally received by you within 10 business days from the IRS's receipt of your request.

Non-Tax Filers: How to request an IRS "Verification of Non-filing Letter"

Non-tax filers must submit a 2016 W-2 form for each source of employment income earned in the U.S. **AND** a "Verification of Non-filing Letter" from the IRS dated on or after October 1, 2017, attesting that you or your spouse, if applicable, did not file a 2016 IRS income tax return.

1. Contact the IRS at www.irs.gov/Individuals/Get-Transcript or call 1-800-908-9946.
2. Request the "Verification of Non-filing Letter."
3. You can also submit a completed paper IRS Form 4506-T IRS Request for Transcript of Tax Return that can be mailed or faxed to the IRS. You must check BOX 7 on the form to request the "Verification of Non-filing Letter."