

**2017-2018 Verification Worksheet Independent Student V-1**

The U.S. Department of Education and/or Southwestern College (SWC) selected your application for review in a process called "Verification." In this process, we are required by law to compare information from your FAFSA with the information provided on this form and all requested financial documentation. Corrections may be deemed necessary. ***We cannot process your financial aid until verification has been completed. Please provide the required documents as soon as possible and read all instructions carefully before completing this worksheet to avoid delaying your financial aid awards.***

Last Name

First Name

MI

SWC ID Number

**INSTRUCTIONS:**

Step 1: Collect and attach **ALL** required documentation (see "Required Documentation" below).

Step 2: Complete and sign the form.

Step 3: Make **PHOTOCOPIES** of required documents and submit this form in person to the Southwestern College Financial Aid Office or to any of the Student Services Departments at any of the Higher Education Centers.

**REQUIRED DOCUMENTATION****STUDENT/SPOUSE DOCUMENTATION REQUIRED**

**A. If you or your spouse (if any) FILED taxes for 2015 (or were required to file taxes), please attach:**

- A **PHOTOCOPY** of the 2015 Tax Return Transcript (*a document issued by the IRS*).

**DO NOT SUBMIT** your tax returns (*the original tax document, i.e., 1040, 1040A and 1040EZ, you submit to the IRS*).

- ◇ To order a 2015 Tax Return Transcript online: <http://www.irs.gov/individuals/Get-Transcript>.
- ◇ To order a 2015 Tax Return Transcript by phone: 1-800-908-9946.
- ◇ If you used the IRS Data Retrieval Tool (*transfers tax data to your FAFSA*) successfully when completing your FAFSA online, we **DO NOT** need your or your spouse's (if any) tax transcripts.

----- **OR** -----

**B. Please complete one of the following:**

- If you or your spouse (if any) worked in 2015, but **DID NOT** file taxes, attach a **PHOTOCOPY** of **ALL** 2015 W-2 and/or 1099 forms or IRS Wage and Income Transcript for the person that worked, but did not file taxes.

**OR**

- ☐ Check this box if **NOT** employed and had **ZERO** income from work in 2015.

## A. Family Information

List all of the people in your household in the table below. Include:

- Yourself;
- Your spouse (if any);
- Your children if you will provide more than half of their support from July 1, 2017 through June 30, 2018, or if the children would be required to provide parental information if they were completing a FAFSA for 2017-2018. Include children who meet either of these criteria, even if they do not live with you; **AND**
- Other people if they currently live with you and you 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.

Full Name	Age	Relationship	If this person will be attending college at least half-time from July 1, 2017 to June 30, 2018, please write the name of the college here.
		<i>Myself</i>	<i>Southwestern College</i>

\*If you need more space, attach a separate page with your name and Student ID Number at the top.

## B. Income Information

### STUDENT/SPOUSE INCOME

1. Did you or your spouse (if any) earn any income from employment in the US in 2015?
  - ☐ YES. **Go** to Question 2.
  - ☐ NO. **Skip** to Question 3.
2. Were you or your spouse (if any) required to file a US tax return for 2015?
  - ☐ YES. See the "Student/Spouse Documentation Required" section A for instructions on Page 1. **Skip** to Section C, Certification.
  - ☐ NO. See the "Student/Spouse Documentation Required" section B for instructions on Page 1. **Skip** to Section C, Certification.
3. Did you or your spouse (if any) earn any income from employment in a foreign country in 2015 and either did not file a foreign tax return or filed a foreign tax return?
  - ☐ YES, and did not file a foreign tax return. Indicate amount earned, translated into US dollars, and country earned in: \$\_\_\_\_\_ in \_\_\_\_\_.
  - ☐ YES, and filed a foreign tax return. You **MUST** submit a **PHOTOCOPY** of your or your spouse's (if any) foreign tax return **AND** the SWC Foreign Income Conversion Form (found at [www.swccd.edu/faforms](http://www.swccd.edu/faforms)). Convert all figures to US dollars, using the exchange rate in effect on the day you completed your FAFSA.
  - ☐ NO, my spouse (if any) or I did not earn any income from employment in a foreign country.

## C. Certification

Signing this form certifies that the information reported is complete and correct and that any false statement or failure to provide proof when asked may be cause for delay, denial, reduction or withdrawal of financial aid.

**Warning: purposely giving false and/or misleading information may be cause for a fine, sentence to jail or both.**

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

Date \_\_\_\_\_

*Submit this worksheet to the Southwestern College Financial Aid Office or to any of the Student Services Departments at any of the Higher Education Centers. You should make a photocopy of this worksheet for your records.*

**Complete (REQUIRED):** Name \_\_\_\_\_ Student ID Number \_\_\_\_\_