

**2019-2020 Verification Worksheet Dependent Student V-1**

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for a review process called Verification. You and your parent(s), whose information is on the FAFSA, must complete and sign this worksheet, attach any required documents, and submit the form along with any other additional information required by our office.

**A. STUDENT INFORMATION**

Student Name \_\_\_\_\_ SWC ID Number \_\_\_\_\_

**B. FAMILY INFORMATION**

Please indicate person(s) in your parent(s)' household for the period of 7/1/19 to 6/30/20. Include:

**PARENT(S)** (The parent/stepparent, even if you don't live with them)

Parent/Stepparent 1 Name \_\_\_\_\_ Age \_\_\_\_\_

Parent/Stepparent 2 Name \_\_\_\_\_ Age \_\_\_\_\_

**SIBLING(S)** [Any sibling(s) your parent(s) financially support more than 50%, and who would be required to provide parent information if they are completing a 2019-2020 FAFSA]

Name	Age	Full Name of College (if attending more than half time)	Student ID#	Only if attending SWC
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**OTHER(S)** [Other people that you or your parent(s) financially support more than 50%, e.g., girlfriend, cousin, grandparent]

Name \_\_\_\_\_ Age \_\_\_\_\_ College \_\_\_\_\_ Student ID# \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ College \_\_\_\_\_ Student ID# \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ College \_\_\_\_\_ Student ID# \_\_\_\_\_

*\*\*For additional household members, attach the Verification Supplemental Form*

**C. 2017 INCOME INFORMATION (Complete both the STUDENT and PARENT(S) section)**

STUDENT	PARENT(S)
<p>1. Did you earn wages in 2017?  <input type="checkbox"/> Yes, US wages earned (go to question 2)  <input type="checkbox"/> Yes, foreign wages earned [indicate amount here converted to US dollars \$ _____ ; go to parent(s) section]  <input type="checkbox"/> No [go to parent(s) section]</p> <p>2. Were you required to or did you file a 2017 tax return?  <input type="checkbox"/> Yes (go to question 3)  <input type="checkbox"/> No [please attach copies of ALL W-2's; go to parent(s) section]</p> <p>3. Did you use the IRS Data Retrieval Tool and were you able to transfer your 2017 tax information into your FAFSA?  <input type="checkbox"/> Yes [copy of your IRS tax return transcript not required; go to parent(s) section]  <input type="checkbox"/> No [please attach a copy of your IRS tax return transcript; go to parent(s) section]</p>	<p>1. Did either one or both of your parent(s) earn wages in 2017?  <input type="checkbox"/> Yes (go to question 2)  <input type="checkbox"/> Yes, foreign wages earned (indicate amount here converted to US dollars \$ _____ ; go to section D)  <input type="checkbox"/> No (please attach a copy of the IRS Verification of Non-Filing Letter for each parent; go to section D)</p> <p>2. Were your parent(s) required to or did they file a 2017 tax return?  <input type="checkbox"/> Yes (go to question 3)  <input type="checkbox"/> No (please attach a copy of the IRS Verification of Non-Filing Letter and ALL W-2's for each parent; go to section D)</p> <p>3. Did your parent(s) use the IRS Data Retrieval Tool and were they able to transfer their 2017 tax information into your FAFSA?  <input type="checkbox"/> Yes (copy of their IRS tax return transcript not required)  <input type="checkbox"/> No (please attach a copy of their IRS tax return transcript and ALL W-2's)</p>

**D. SIGNATURES**

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. Submit to the Financial Aid Office at the Chula Vista campus or to any of the Student Services Departments at any of the Higher Education Centers.

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

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

## VERIFICATION WORKSHEET DEPENDENT STUDENT V-1 INSTRUCTIONS

The Verification Worksheet Dependent Student V-1 requests 2017 income information about the student and parent(s). If you or your parent(s) filed a 2017 Federal Tax Return, you will need to use the IRS Data Retrieval Tool on the FAFSA **OR** request a 2017 Tax Return Transcript from the IRS and provide a copy to the Southwestern College Financial Aid Office.

Students and parent(s) who earned wages, but DID NOT file a 2017 Federal Tax Return, must provide copies of all W-2's. For parent(s) **ONLY**, if wages were earned from the U.S. and not required to file a 2017 Federal Tax Return, you must also submit an IRS Verification of Non-filing Letter dated on or after 10/1/17, for each parent.

Below you will find instructions on how to request an IRS Tax Return Transcript or 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 use the IRS Data Retrieval Tool

This is the quickest method to verify a 2017 Federal Income Tax Return.

1. Go to FAFSA on the Web at [www.fafsa.gov](http://www.fafsa.gov).
2. Login to your account using your FSA ID.
3. Once logged in, click the option to "Make FAFSA Corrections" as this will take you to your completed FAFSA information.
4. If federal taxes have been filed, go to the parent tax information section and update status to "already completed" taxes. Answer series of questions that follow. If "no" is answered to each question, an option will be provided to "link to IRS."
5. Enter your parent FSA ID and password, click on the IRS link, and you will be taken to the IRS website and asked to enter parent information.
6. Enter your parent name and address information EXACTLY as it appears on their 2017 Federal Tax Return.
7. If the tool can locate tax information, click the option to "transfer now."
8. Repeat steps in the student section of the FAFSA if the IRS Data Retrieval Tool needs to be utilized for your tax information.
9. Electronically sign and submit the FAFSA corrections made verifying income. You and your parent must provide your FSA ID to sign electronically.
10. If you are unable to retrieve data, you will need to request an IRS Tax Return Transcript.

### Tax Filers: How to request an IRS Tax Return Transcript

If you cannot, or choose not to, utilize the IRS Data Retrieval Tool, you are required to provide a copy of your and/or your parent(s) 2017 Tax Return Transcript and W-2's.

1. Contact the IRS at [www.irs.gov/Individuals/Get-Transcript](http://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 and your parent Social Security Number, date of birth, and the address on file with the IRS. The address is the mailing address used when filing the 2017 IRS Federal Tax Return.
4. Alternatively, you and/or your parent can submit a completed paper IRS Form 4506-T Request for 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 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" (PARENT ONLY)

A parent who is a Non-tax filer must submit a 2017 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, for EACH parent, as this attests that your parent(s) did not file a 2017 IRS Federal Tax Return.

1. Contact the IRS at [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript) or call 1-800-908-9946.
2. Request the "Verification of Non-filing Letter."
3. Your parent 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."