

2019-2020 Verification Worksheet Independent Student V-1

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for a review process called Verification. You and your spouse, if applicable, 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 household for the period of 7/1/19 to 6/30/20. Include:

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

CHILDREN (Any children you and your spouse, if applicable, financially support more than 50%)
 Name _____ Age _____ College _____ Student ID# _____
 Name _____ Age _____ College _____ Student ID# _____
 Name _____ Age _____ College _____ Student ID# _____

OTHER(S) (Other people that you 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

STUDENT and SPOUSE (if applicable)

If Single:

- Did you earn wages in 2017?
 - Yes, US wages were earned (go to question 3)
 - Yes, foreign wages were earned (indicate amount here, converted to US dollars \$_____; go to section D)
 - No (please attach a copy of the IRS Verification of Non-Filing Letter; go to section D)

If Married:

- Did either you and/or your spouse earn wages in 2017?
 - Yes, US wages were earned (go to question 3)
 - Yes, foreign wages were earned (indicate amount here, converted to US dollars \$_____; go to section D)
 - No (please attach a copy of the IRS Verification of Non-Filing Letter for each of you; go to section D)

If Single and/or Married:

- Were you and/or your spouse required to, or did you and/or your spouse, file a tax return?
 - Yes (go to question 4)
 - No (please attach a copy of the IRS Verification of Non-Filing Letter and ALL W-2's; go to section D)
- Did you and/or your spouse use the IRS Data Retrieval Tool and were able to transfer your tax information into your FAFSA?
 - Yes (copy of your IRS tax return transcript not required; go to section D)
 - No (please attach a copy of your IRS tax return transcript and ALL W-2's; go to section D)

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

VERIFICATION WORKSHEET INDEPENDENT STUDENT V-1 INSTRUCTIONS

The Verification Worksheet Independent Student V-1 requests 2017 income information about the student and spouse, if applicable. If you or your spouse 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 spouses who earned wages, but DID NOT file a 2017 Federal Tax Return, must provide copies of all W-2's. 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 you and your spouse.

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.
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 student tax information section and update your 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 student FSA ID and password, click on the IRS link, and you will be taken to the IRS website and asked to enter your student information.
6. Enter your name and address information EXACTLY as it appears on your 2017 Federal Tax Return.
7. If the tool can locate tax information, click the option to "transfer now."
8. Electronically sign and submit the FAFSA corrections made verifying income. You must provide your FSA ID to sign electronically.
9. 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 your spouse, if applicable, 2017 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 2017 IRS Federal Tax Return.
4. Alternatively, you 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"

Non-tax filers 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, attesting that you and your spouse, if applicable, did not file a 2017 IRS Federal 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."