

2016-2017 Verification Worksheet Dependent Student V-5

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, so please provide the required documents as soon as possible and read all instructions carefully before completing this form to avoid delaying your financial aid awards.***

INSTRUCTIONS:

1. Make sure to check your Missing Documents Checklist on the Self Service Portal.
2. Complete all sections of this worksheet and provide all documentation and signatures. In order to complete your financial aid file, you may be required to provide further documentation in addition to this verification worksheet.

Last Name	First Name	MI	SWC ID Number	Date of Birth
-----------	------------	----	---------------	---------------

A. Family Information

List below the people in your parent(s)' household. Include:

- **Yourself and your parent(s),**
- **Your parent(s)' other children, if**
 - Your parent(s) will provide more than half of their support from July 1, 2016 through June 30, 2017, or
 - The children would be required to provide parental information if they were completing a 2016-2017 FAFSA,
- **Other people** who live with and will receive more than half of their support from your parent(s) from July 1, 2016 through June 30, 2017.

Please include the parent(s) listed on the FAFSA.

List the names of all household members below and whether the household member is attending college at least 1/2 time. Attach a separate sheet if you need additional space.

Full Name	Age	Relationship	Attending College in 2016-2017 (Include Name of College)
		Myself	Southwestern College
		Parent	N/A

B. Instructions for obtaining a 2015 IRS Tax Return Transcript

You may request a 2015 Tax Return Transcript via the following ways. Make sure you request the "IRS Tax **RETURN** Transcript" and **NOT** the "IRS Tax **ACCOUNT** Transcript."

- **Online:** www.irs.gov/Individuals/Get-Transcript
- **Telephone:** (800) 908-9946
- **In Person:** 880 Front St., San Diego, CA 92101. Business Hours: Monday to Friday, 8:30 am to 4:30 pm

C. Student's Income Information - check only ONE box

◆ If you **FILED** a tax return for 2015:

	Check here if you used the IRS Data Retrieval Tool (DRT) in FAFSA on the Web to retrieve and successfully transferred your 2015 IRS income information into the FAFSA. <u>If so, a Tax Return Transcript is not required.</u>
	Check here if you <u>DID NOT</u> use the IRS Data Retrieval Tool (DRT) in FAFSA on the Web. You MUST submit your <u>2015 Tax Return Transcript</u> .
	Check here if you filed a tax return in a foreign country. You MUST submit a copy of your tax return and the Foreign Income Conversion Form (found at www.swccd.edu/faforms). Convert all figures to US dollars, using the exchange rate in effect on the day you completed your FAFSA.

◆ If you **DID NOT FILE** a tax return for 2015:

	Check here if you had no income, will not file and were not required to file a 2015 income tax return.						
	Check here if you had earnings from work in 2015, but did not file an IRS Tax Return. If you had earnings in the US, you MUST attach a copy of <u>ALL W-2 Forms</u> as supporting documentation and list your income below. <table border="1" data-bbox="305 611 1442 762"> <thead> <tr> <th>Employer's Name</th> <th>Total Amount Earned in 2015</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Employer's Name	Total Amount Earned in 2015				
Employer's Name	Total Amount Earned in 2015						
	Check here if you had earnings from work in 2015 in a foreign country, but did not file a tax return. List all sources of income below. Convert all figures to US dollars, using the exchange rate in effect on the day you completed your FAFSA. <table border="1" data-bbox="305 858 1442 1010"> <thead> <tr> <th>Employer's Name</th> <th>Total Amount Earned in 2015</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Employer's Name	Total Amount Earned in 2015				
Employer's Name	Total Amount Earned in 2015						

D. Parent(s) Income Information - check only ONE box

◆ If your parent(s) **FILED** a tax return for 2015:

	Check here if your parent(s) used the IRS Data Retrieval Tool (DRT) in FAFSA on the Web to retrieve and successfully transferred their 2015 IRS income information into the FAFSA. <u>If so, a Tax Return Transcript is not required.</u>
	Check here if your parent(s) <u>DID NOT</u> use the IRS Data Retrieval Tool (DRT) in FAFSA on the Web. You MUST submit their <u>2015 Tax Return Transcript</u> .
	Check here if your parent(s) filed a tax return in a foreign country. You MUST submit a copy of their tax return and the Foreign Income Conversion Form (found at www.swccd.edu/faforms). Convert all figures to US dollars, using the exchange rate in effect on the day you completed your FAFSA.

◆ If your parent(s) **DID NOT FILE** a tax return for 2015:

	Check here if your parent(s) had no income, will not file and were not required to file a 2015 income tax return.									
	Check here if your parent(s) had earnings from work in 2015, but did not file an IRS Tax Return. If your parent(s) had earnings in the US, you MUST attach a copy of <u>ALL W-2 Forms</u> as supporting documentation and list their income below. <table border="1" data-bbox="266 1587 1432 1738"> <thead> <tr> <th>Parent</th> <th>Employer's Name</th> <th>Total Amount Earned in 2015</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Parent	Employer's Name	Total Amount Earned in 2015						
Parent	Employer's Name	Total Amount Earned in 2015								
	Check here if your parent(s) had earnings from work in 2015 in a foreign country, but did not file a tax return. List all sources of income below. Convert all figures to US dollars, using the exchange rate in effect on the day you completed your FAFSA. <table border="1" data-bbox="266 1835 1432 1986"> <thead> <tr> <th>Parent</th> <th>Employer's Name</th> <th>Total Amount Earned in 2015</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Parent	Employer's Name	Total Amount Earned in 2015						
Parent	Employer's Name	Total Amount Earned in 2015								

E. Statement of Educational Purpose

I certify that I, _____ (print student's name), am the individual signing this Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes to pay the cost of attending Southwestern Community College for 2016-2017.

Student's Signature _____ Date _____
(DO NOT SIGN until in the presence of a Financial Aid Administrator)

F. Government Issued Photo ID (UNEXPIRED) - TO BE COMPLETED BY SWC FINANCIAL AID ADMINISTRATOR

Check ONE box:

<input type="checkbox"/>	Driver's License
<input type="checkbox"/>	Passport
<input type="checkbox"/>	Alien Registration Card
<input type="checkbox"/>	Military Card
<input type="checkbox"/>	CA or State ID

Student ID Number _____
 Received by (Print Staff Name) _____
 FA Administrator Signature _____
 Date _____

G. High School Completion Status

Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2016-2017:

- ☐ A copy of the student's final, official US or foreign high school diploma or transcript that shows the graduation date.
- ☐ A copy of the student's General Educational Development (GED) certificate, GED transcript or HiSet that shows the completion date.
- ☐ An academic transcript that indicates the student successfully completed at least a two year program that is acceptable for full credit toward a Bachelor's Degree.
- ☐ Homeschool credential.

If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential. If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

Students who do not have a High School Diploma or a recognized equivalent (e.g., GED), and who first enroll in a program of study on or after July 1, 2012 WILL NOT be eligible to receive Title IV student aid. Students could qualify for Title IV student aid under one of the Ability to Benefit (ATB) alternatives if the student completed those ATB alternatives and was enrolled in a Title IV eligible program prior to July 1, 2012. Those alternatives include the student passing an independently administered, approved ATB test or successfully completing at least six units of transferable work prior to that date. Student foreign high school diplomas may be referred to an outside agency for evaluation purposes.

Please check one:

- ☐ I am unable to obtain any of the documentation listed above and understand that I am not eligible to receive Financial Aid.
- ☐ My high school diploma is on file. _____

(Signature of Financial Aid Administrator)

H. 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 _____

Parent Signature _____

Date _____

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the Southwestern College Financial Aid Office.

You should make a copy of this worksheet for your records.