

## 2016-2017 Verification Worksheet Dependent 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, 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
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**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](http://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. <b><u>If so, a Tax Return Transcript is not required.</u></b>
	Check here if you <b><u>DID NOT</u></b> use the IRS Data Retrieval Tool (DRT) in FAFSA on the Web. You <b>MUST</b> submit your <b><u>2015 Tax Return Transcript.</u></b>
	Check here if you filed a tax return in a foreign country. You <b>MUST</b> submit a copy of your tax return and the Foreign Income Conversion Form (found at <a href="http://www.swccd.edu/faforms">www.swccd.edu/faforms</a> ). 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 <b>no income, will not file and were not required to file</b> a 2015 income tax return.	
	Check here if you had earnings from work in 2015, but <b>did not file</b> an IRS Tax Return. If you had earnings in the US, you <b>MUST</b> attach a copy of <b><u>ALL W-2 Forms</u></b> as supporting documentation and list your income below.	
	<b>Employer's Name</b>	<b>Total Amount Earned in 2015</b>
	Check here if you had earnings from work in 2015 in a foreign country, but <b>did not file</b> 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.	
	<b>Employer's Name</b>	<b>Total Amount Earned in 2015</b>

**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. <b><u>If so, a Tax Return Transcript is not required.</u></b>
	Check here if your parent(s) <b><u>DID NOT</u></b> use the IRS Data Retrieval Tool (DRT) in FAFSA on the Web. You <b>MUST</b> submit their <b><u>2015 Tax Return Transcript.</u></b>
	Check here if your parent(s) filed a tax return in a foreign country. You <b>MUST</b> submit a copy of their tax return and the Foreign Income Conversion Form (found at <a href="http://www.swccd.edu/faforms">www.swccd.edu/faforms</a> ). 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 <b>no income, will not file and were not required to file</b> a 2015 income tax return.		
	Check here if your parent(s) had earnings from work in 2015, but <b>did not file</b> an IRS Tax Return. If your parent(s) had earnings in the US, you <b>MUST</b> attach a copy of <b><u>ALL W-2 Forms</u></b> as supporting documentation and list their income below.		
	<b>Parent</b>	<b>Employer's Name</b>	<b>Total Amount Earned in 2015</b>
	Check here if your parent(s) had earnings from work in 2015 in a foreign country, but <b>did not file</b> 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.		
	<b>Parent</b>	<b>Employer's Name</b>	<b>Total Amount Earned in 2015</b>

**E. 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 \_\_\_\_\_