

## 2018-2019 Verification Worksheet Independent 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. 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. This form **MUST BE SUBMITTED 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 2016 (or were required to file taxes), please attach:**

- A **PHOTOCOPY** of the 2016 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 2016 Tax Return Transcript online: <http://www.irs.gov/individuals/Get-Transcript>.
- ◇ To order a 2016 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 2016, but **DID NOT** file taxes, attach a **PHOTOCOPY** of **ALL** 2016 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 2016.

## 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, 2018 through June 30, 2019, or if the children would be required to provide parental information if they were completing a FAFSA for 2018-2019. 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, 2018 through June 30, 2019.

Full Name	Age	Relationship to you	If this person will be attending college at least half-time from July 1, 2018 to June 30, 2019, please write the name of the college here.
		<i>Myself</i>	<i>Southwestern College</i>

\*If you have additional people in your household and need more space, attach a separate page with your name and Student ID Number at the top and list them by full name, age, relationship to you and the name of the college attending in 2018-2019.

## B. Income Information

### STUDENT/SPOUSE INCOME

1. Did you or your spouse (if any) earn any income from employment in the US in 2016?
  - ☐ 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 2016?
  - ☐ YES. See the "Student/Spouse Documentation Required" section A for instructions on Page 1. **Skip** to Section C, Statement of Educational Purpose.
  - ☐ NO. See the "Student/Spouse Documentation Required" section B for instructions on Page 1. **Skip** to Section C, Statement of Educational Purpose.
3. Did you or your spouse (if any) earn any income from employment in a foreign country in 2016 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.

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

### C. 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 2018-2019.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

(DO NOT SIGN until in the presence of a Financial Aid Administrator)

### D. 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"/>	CA or State ID

Student ID Number \_\_\_\_\_

Received by (Print Staff Name) \_\_\_\_\_

FA Administrator Signature \_\_\_\_\_

Date \_\_\_\_\_

### E. 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 2018-2019:

- ☐ A **PHOTOCOPY** of the student's final, official US or foreign high school diploma or transcript that shows the graduation date.
- ☐ A **PHOTOCOPY** of the student's General Educational Development (GED) certificate, GED transcript or HiSet that shows the completion date.
- ☐ A **PHOTOCOPY** of the 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.

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)

### F. 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 \_\_\_\_\_