

2018-2019 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. 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 this form. **BOTH** the student and one parent must sign the form.

Step 3: Make **PHOTOCOPIES** of required documents and submit this form 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 DOCUMENTATION REQUIRED****A. If the student FILED taxes for 2016 (or was 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 tax transcripts.

----- **OR** -----**B. Please complete one of the following:**

- If the student 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.

OR

- ☐ Check this box if **NOT** employed and had **ZERO** income from work in 2016.

PARENT DOCUMENTATION REQUIRED**A. If the parent(s) 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 parent(s) 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 your parent(s) used the IRS Data Retrieval Tool (*transfers tax data to your FAFSA*) successfully when completing your FAFSA online, we **DO NOT** need your parent(s) tax transcripts.

----- **OR** -----**B. Please complete one of the following:**

- If the parent(s) 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.

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 parent(s) household in the table below. Include:

- **Yourself;**
- Your legal **parent(s) (biological or adoptive)** even if you don't live with your parent(s). Note: you must include BOTH of your legal parents if they are living together, regardless of their marital status or gender.
If your parents are divorced or separated:
 1. Include the legal parent with whom you live or who provides more than half of the support you currently receive from parents.
 2. Include any step-parent married to your legal parent.
 3. If you live with neither parent and neither parent provides support, include the one with whom you most recently lived or from whom you received support.
- Your **brother(s) and/or sister(s)**, if your parent(s) will provide more than half of their support from July 1, 2018 through June 30, 2019, or if **they** would be required to provide parental information if they were completing a FAFSA for 2018-2019. Include your **siblings** who meet either of these criteria, even if they do not live with your parent(s); **AND**
- **Other people** if they currently live with your parent(s) and your parent(s) 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>
		<i>Parent 1</i>	<i>N/A</i>
		<i>Parent 2 (if applicable)</i>	<i>N/A</i>

*If you have additional people in your parent(s) 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

<u>STUDENT INCOME</u>	<u>PARENT INCOME</u>
<p>1. Did you earn any income from employment in the US in 2016?</p> <p><input type="checkbox"/> YES. Go to Question 2.</p> <p><input type="checkbox"/> NO. Skip to Question 3.</p> <p>2. Were you required to file a US tax return for 2016?</p> <p><input type="checkbox"/> YES. See the "Student Documentation Required" section A for instructions on Page 1. Skip to Section C, Certification.</p> <p><input type="checkbox"/> NO. See the "Student Documentation Required" section B for instructions on Page 1. Skip to Section C, Certification.</p>	<p>1. Did your parent(s) earn any income from employment in the US in 2016?</p> <p><input type="checkbox"/> YES. Go to Question 2.</p> <p><input type="checkbox"/> NO. Skip to Question 3.</p> <p>2. Were your parent(s) required to file a US tax return for 2016?</p> <p><input type="checkbox"/> YES. See the "Parent Documentation Required" section A for instructions on Page 1. Skip to Section C, Certification.</p> <p><input type="checkbox"/> NO. See the "Parent Documentation Required" section B for instructions on Page 1. Skip to Section C, Certification.</p>

Complete (REQUIRED): Name _____ Student ID Number _____

STUDENT INCOME

3. Did you 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 foreign tax return **AND** the SWC 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.
☐ NO, I did not earn any income from employment in a foreign country.

PARENT INCOME

3. Did your parent(s) 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 parent(s) foreign tax return **AND** the SWC 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.
☐ NO, my parent(s) did not earn any income from employment in a foreign country.

C. 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

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 _____