

2018–2019 Verification Worksheet Dependent Student

Your 2018–2019 Free Application for Federal Student Aid (FAFSA) may be selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. **2016 Tax transcripts, W2s, and/or Non-Filers are ONLY needed if your FAFSA is selected for verification.** If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

Student Last Name	Student First Name	Student M.I.	Student ID Number	
Student Street Address		City	State	Zip Code
Student Date of Birth	Student Housing Plan: Off Campus <input type="checkbox"/> With Parents <input type="checkbox"/> Dorms <input type="checkbox"/>			
Student Home Phone Number (include area code)			Student Alternate or Cell Phone Number	

- Number of Household Members:** List below the people in the parents' household which include:
- The student.
 - The parents (including a stepparent) even if the student doesn't live with the parents.
 - The parents' other children if the parents will provide more than half of the children's support from July 1, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018–2019. Include children who meet either of these standards, even if the children do not live with the parents.
 - Other people if they now live with the parents and the parents provide more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2019. *(You may be asked to provide proof.)*

Number in College: Please include in the space below information about any household member who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2018, and June 30, 2019, including the name of the college.

If more space is needed, provide a separate page with the student's name and ID Number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
		<i>Self</i>	<i>Sierra College</i>	

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

Student's Name: _____ **Student ID:** _____

Student Income Information (Complete only Section 1 or 2, not both)

1. TAX RETURN FILERS

Important Note: The instructions below apply to the student. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016.

Instructions: Complete this section if the student filed or will file a 2016 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2016 IRS Tax Return Transcript(s)**.

A 2016 IRS Tax Return Transcript may be obtained through the:

- **Get Transcript ONLINE/MAIL** - Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE" or "Get Transcripts by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- **Telephone Request** - 1-800-908-9946
- **Paper Request Form** - IRS Form 4506T-EZ or IRS Form 4506-T

Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

- 2. TAX RETURN NON-FILERS**— The instructions and certifications below apply to the student. Complete this section if the student will not file and is not required to file a 2016 income tax return with the IRS. **If your net earnings from self-employment were \$400 or more, you are required to file a Form 1040 and Schedule C. If your gross earnings were \$6300.00 or more, from an employer, you are required to file a Form 1040, 1040A or 1040EZ.**

Important Note: Students are required to provide documentation from the IRS on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2016.
- The student was employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2016 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2016
(Example) ABC's Auto Body Shop	Yes	\$4,500.00
Total Amount of Income Earned From Work for Student		\$

Parent's Income Information (Complete only Section 3 or 4, not both)

3. **TAX RETURN FILERS**

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016.

Instructions: Complete this section if the parents filed or will file a 2016 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- The parent(s) have used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.
- The parent(s) have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA.
- The parent(s) are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2016 IRS Tax Return Transcript(s)**.

A 2016 IRS Tax Return Transcript may be obtained through the:

<ul style="list-style-type: none"> • Get Transcript ONLINE/MAIL - Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE" or "Get Transcripts by MAIL." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." 	
<ul style="list-style-type: none"> • Telephone Request - 1-800-908-9946 	<ul style="list-style-type: none"> • Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

*If the parents filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and the **2016 IRS Tax Return Transcript(s)** must be provided for each, and / or Letter of Non-filing from the IRS.*

4. **TAX RETURN NON-FILERS**— The instructions and certifications below apply to each parent included in the household. Complete this section if the parent(s) will not file and are not required to file a 2016 income tax return with the IRS. **If parent net earnings from self-employment were \$400 or more, you are required to file a Form 1040 and Schedule C.**

Important Note: *You are required to provide documentation from the IRS dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS.*

Check the box that applies:

- Neither parent was employed, and neither had income earned from work in 2016, and instead will provide the school a 2016 non-filers form from the IRS.
- One or both parents were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. [Provide copies of all 2016 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	Annual Amount Earned in 2016	IRS W-2 Provided?
ABC's Auto Body Shop (example)	\$4,500.00	Yes
<i>Total Amount of Income Earned From Work for Parent(s)</i>	\$	

Student's Name: _____ Student ID: _____

5. Student and parent asset information.

Student Asset Information (as of the date the FAFSA was completed)	
Total cash, savings, and checking accounts. Don't include student financial aid.	\$
Net worth of your investments, including rental real estate. Don't include the home you live in. Net worth means current value minus debt.	\$
Net worth of your current businesses and /or investment farms. Don't include a family business or family farm with 100 or fewer full-time or full-time equivalent employees.	\$

Parent Asset Information (as of the date the FAFSA was completed)	
Total cash, savings, and checking accounts. Don't include student financial aid.	\$
Net worth of your investments, including rental real estate. Don't include the home you live in. Net worth means current value minus debt.	\$
Net worth of your current businesses and /or investment farms. Don't include a family business or family farm with 100 or fewer full-time or full-time equivalent employees.	\$

- ✓ ***If you or Parent(s) completed Schedule E for tax purposes, please provide the financial aid office with a copy and be prepared to submit supporting documentation such as mortgage statement(s) for rental real estate, property tax bill(s) for rental real estate and/or Schedule K-1.***

IMPORTANT DOCUMENT DEADLINES FOR 2018-2019

The FAFSA program has mandatory dates that we must follow. The following information is provided to guide our students with what is needed to meet those dates.

Students enrolled in Fall 2018 but not continuing at Sierra College in spring

Students attending **Fall 2018 only** (this is a student not continuously enrolled for spring 19) must have a valid FAFSA into the Sierra College Financial Aid Office by **Dec 8, 2018**. Many FAFSA's will be selected for a process called verification. Students who have a FAFSA on file by **December 8, 2018** and were selected for verification will have 120 days from the end of the fall 18 term to submit their documents. This date is **April 7, 2019**. If students should miss this date they will no longer be able eligible for financial aid consideration.

Students enrolled in Spring 2019 but not continuing at Sierra College in summer

Students attending **Spring 2019** only, must have a valid FAFSA into the Sierra College Financial Aid Office by **May 25, 2019**. Many FAFSA's will be selected for a process called verification. Students who have a FAFSA on file by May 25, 2019 and were selected for verification will have until **June 30** to submit their documents. If students should miss this date they may be no longer eligible for financial aid consideration.

Students enrolled in Summer 2020

Students attending **Summer 2019** only, must have a valid FAFSA into the Sierra College Financial Aid Office by **June 30, 2019**. Many FAFSA's will be selected for a process called verification. Students who have a FAFSA on file by **June 30, 2019** and were selected for verification will have until **June 30, 2019** to submit their documents. If students should miss this date they may no longer be able eligible for financial aid consideration.

Fall 2018, Spring 2019, Summer 2019

Students continuously attending all 3 terms will have until June 30, 2019 to have a FAFSA on file with the Financial Aid Office and submitted any request for documents. The Financial Aid Office will not consider request for Professional Judgment past June 30th or the last day of the term a student attended, whichever is earlier.

Certification and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Student's Signature

Date

Parent's Signature

Date