



**2017-2018  
Verification Worksheet  
Standard Verification Group**

**Dependent Student  
(DPV117)**

Your 2017-2018 Free Application for Federal Student Aid (FAFSA) was 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. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

**Dependent Student's Information**

|   |            |          |  |
|---|------------|----------|--|
| Student's Last Name                             | First Name | M.I.     | S_____                                   |
|   |            |          | Student's Identification (ID) Number     |
| Student's Street Address (include apt. #)       |            |          | Student's Date of Birth                  |
| City,   | State,     | Zip Code | Student's E-mail Address                 |
| Student's Home Phone Number (include area code) |            |          | Student's Alternate or Cell Phone Number |

**Dependent Student's Family Information**

Number of Household Members: List below the people in the parents' household. 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, 2017, through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017-2018. 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 people's support and will continue to provide more than half of their support through June 30, 2018.
- 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, 2017, and June 30, 2018. Include 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>  |         |                                      |
|           |     |              |         |                                      |
|           |     |              |         |                                      |
|           |     |              |         |                                      |
|           |     |              |         |                                      |
|           |     |              |         |                                      |
|           |     |              |         |                                      |
|           |     |              |         |                                      |
|           |     |              |         |                                      |

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.

## Verification of 2015 Income Information for STUDENT Tax Filers

**Important Note:** IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA is NOT available for 2017-2018

If the **STUDENT** filed a 2015 IRS income tax return, request the IRS Tax Transcript by following the instructions below:

A **2015 IRS Tax Return Transcript** may be obtained through:

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

Generally, for filers of 2015 paper IRS income tax returns, the IRS Tax Return Transcript is available within 6–8 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about obtaining an IRS Tax Return Transcript.

## Verification of 2015 Income Information for STUDENT Nontax Filers

### Instructions:

Complete this section if the **STUDENT** has not filed or will not file a 2015 IRS income tax return.

### Check the box that applies:

- The student was not employed and had no income earned from work in 2015.
- The student was employed in 2015 and has listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. [Provide copies of all 2015 IRS W-2 forms issued to the student 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 Provided? | Annual Amount Earned in 2015 |
|---|-------------------|------------------------------|
| <i>(Example) ABC's Auto Body Shop</i>   | Yes               | \$4,500.00                   |
|   |                   |                              |
|   |                   |                              |
|   |                   |                              |
| Total Amount of Income Earned From Work |                   | \$                           |

## Verification of 2015 Income Information for PARENT Tax Filers

**Important Note:** IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA is NOT available for 2017-2018

If the **PARENT(s)** filed a 2015 IRS income tax return, request the IRS Tax Transcript by following the instructions below:

A **2015 IRS Tax Return Transcript** may be obtained through:

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

Generally, for filers of 2015 paper IRS income tax returns, the IRS Tax Return Transcript is available within 6–8 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about obtaining an IRS Tax Return Transcript.

**If the parents filed separate 2015 IRS income tax returns, the 2015 IRS Tax Return Transcript(s) must be provided for each.**

**Verification of 2015 Income Information for PARENT Nontax Filers**

**Instructions:**

Complete this section if the **PARENT** has not filed or will not file a 2015 IRS income tax return.

**Check the box that applies:**

- The parent was not employed and had no income earned from work in 2015.
- The parent was employed in 2015 and has listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. [Provide copies of all 2015 IRS W-2 forms issued to the student 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 Provided? | Annual Amount Earned in 2015 |
|---|-------------------|------------------------------|
| <i>(Example) ABC’s Auto Body Shop</i>   | Yes               | <i>\$4,500.00</i>            |
|   |                   |                              |
|   |                   |                              |
|   |                   |                              |
| Total Amount of Income Earned From Work |                   | \$                           |

**Certification and Signature**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date this form.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

*Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to the financial aid administrator at your school.  
You should make a copy of this worksheet for your records.*

College of the Siskiyous, Financial Aid Office  
800 College Avenue, Weed, CA 96064

Phone: 530-938-5209  
Fax: 530-938-5367

FinancialAid@siskiyous.edu

**WARNING: If you purposely give false or misleading information, you may be fined, be sentenced to jail, or both.**