



**2017-2018
Verification Worksheet
Aggregate Verification Group**

**Dependent Student
(DPV517)**

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, 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, 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, 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, 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	\$4,500.00
Total Amount of Income Earned From Work		\$

High School Completion Status

Provide one of the following documents to indicate the student’s high school completion status when the student begins college in 2017–2018:

- A copy of the student’s high school diploma.
- For students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document.
- A copy of the student’s final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- An 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.
- For a student who was homeschooled in a state where state law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a state where state law does not require the student to obtain a secondary school completion credential for homeschooling (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 includes a statement that the student successfully completed a secondary school education in a homeschool setting.

A student who is unable to obtain the documentation listed above must contact the financial aid office.

Identity and Statement of Educational Purpose (To Be Signed at the Institution)

The student must appear in person at COLLEGE OF THE SISKIYOU to verify his or her identity by
(Name of Postsecondary Educational Institution)

presenting valid government-issued photo identification (ID), such as but not limited to a driver’s license, other state-issued ID, or passport. The institution will maintain a copy of the student’s photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student’s ID.

In addition, the student must sign, in the presence of the institutional official, the following:

Statement of Educational Purpose

I certify that I, _____, am the individual signing this Statement of Educational
(Print Student’s Name)

Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to

pay the cost of attending COLLEGE OF THE SISKIYOU for 2017-2018.
(Name of Postsecondary Educational Institution)

Student’s Signature

Date

Identity and Statement of Educational Purpose (To Be Signed With Notary)

ORIGINALS MUST BE SENT TO COS – WE CANNOT ACCEPT COPIES OF A NOTARIZED SIGNATURE

If the student is unable to appear in person at COLLEGE OF THE SISKIYOU to verify his or her
(Name of Postsecondary Educational Institution)

identity, the student must provide:

- (a) A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver’s license, other state-issued ID, or passport; and
- (b) The original notarized Statement of Educational Purpose provided below.

Statement of Educational Purpose

I certify that I, _____, am the individual signing this Statement of Educational
(Print Student’s Name)

Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to

pay the cost of attending COLLEGE OF THE SISKIYOU for 2017-2018.
(Name of Postsecondary Educational Institution)

Student’s Signature

Date

Notary's Certificate of Acknowledgement

State of _____ City/County of _____

On _____, before me, _____,
(Date) (Notary's name)

personally appeared _____ and proved to me on basis of
(Printed name of signer)

satisfactory evidence of identification, _____, to be the above-named
(Type of government-issued photo ID provided)

person who signed the foregoing instrument. (PLEASE INDICATE TYPE OF GOVERNMENT ISSUED PHOTO ID AND ATTACH A COPY.)

WITNESS my hand and official seal

(Seal)

(Notary signature)

My commission expires on _____
(Date)

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.