



# 2018-2019 VERIFICATION STATUS 1 DEPENDENT WORKSHEET

Your 2018–2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Before awarding Federal Student Aid, we must confirm the information you and your parent(s) reported on your FAFSA. You and your parent(s) must complete this worksheet, attach any required documentation, and submit this form to Financial Aid Services. Del Mar College reserves the right to request additional information as needed. If you have questions about the verification process, contact Financial Aid Services as soon as possible to avoid delays in receiving your financial aid.

## A. Dependent Student’s Information

|   |                      |                |  |
|---|----------------------|----------------|--|
| Student’s Last Name                             | Student’s First Name | Student’s M.I. | Student ID #                             |
| Student’s Street Address (Include Apt. #)       |                      |                | Student’s Date of Birth                  |
| City  | State                | Zip Code       | Student’s Email Address                  |
| Student’s Home Phone Number (Include Area Code) |                      |                | Student’s Alternate or Cell Phone Number |

## B. Dependent Student’s Family Information

List below the people in your parent(s)’ household and include:

- Yourself and your parent(s) (including a stepparent) **even if you don’t live with your parent(s).**
- Your parent(s)’ other children if your parent(s) will provide more than half of their 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 they do not live with your parent(s).
- Other people if they now 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 through June 30, 2019.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2018, and June 30, 2019. *If more space is needed, attach a separate page with the student’s name and student ID # at the top.*

| Student’s Full Name   | Age | Relationship          | College                | Will be Enrolled at Least Half Time (Yes or No) |
|-----------------------|-----|-----------------------|------------------------|---|
|                       |     | <i>Self (Student)</i> | <i>Del Mar College</i> |   |
| <b>Family Members</b> |     |                       |                        |   |
|                       |     |                       |                        |   |
|                       |     |                       |                        |   |
|                       |     |                       |                        |   |
|                       |     |                       |                        |   |
|                       |     |                       |                        |   |
|                       |     |                       |                        |   |

**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.

## C. Dependent Student's Income Information to Be Verified

### 1. TAX RETURN FILERS

#### Instructions:

Complete this section if you **filed** a 2016 IRS Income Tax Return.

**Note:** 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

#### Check the box that applies:

- Student **has used** the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA. *Your school will use the IRS information that was transferred in the verification process.*
- 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.
- 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.

In most cases, for electronic tax return filers, 2016 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2-3 weeks after the 2016 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2016 paper IRS income tax returns, the 2016 income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6-8 weeks after the 2016 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

- Check here if a 2016 IRS Tax Return Transcript **is provided.**
- Check here if a 2016 IRS Tax Return Transcript **will be provided later.**

#### How to obtain a 2016 Tax Return Transcript

- **Get Transcript by MAIL** – Go to [irs.gov](http://irs.gov), click “Get My Tax Record”. 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 [irs.gov](http://irs.gov), click “Get My Tax Record”. 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

### 2. TAX RETURN NON-FILERS

#### Instructions:

Complete this section if you **will not file and are not required** to file a 2016 Income Tax Return with the IRS.

#### Check the box that applies:

- Student was not employed and had no income earned from work in 2016.
- Student was employed in 2016 and has listed below the names of all the student's employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is attached. **It is MANDATORY to attach copies of all 2016 IRS W-2 forms issued to the student by employers. List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and student ID # at the top.**

| Employer's Name                       | 2016 Amount Earned         | IRS W-2 Attached?   |
|---------------------------------------|----------------------------|---------------------|
| <i>ABC's Auto Body Shop (example)</i> | <i>\$2,000.00(example)</i> | <i>Yes(example)</i> |
|                                       |                            |                     |
|                                       |                            |                     |

**D. Parent's Income Information to Be Verified**

**1. TAX RETURN FILERS**

**Instructions:**

Complete this section if your parent(s) **filed** a 2016 Income Tax Return.

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

**Check the box that applies:**

- 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. *Your school will use the IRS information that was transferred in the verification process.*
- 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.
- Parent(s) **is unable or chooses not to use** the IRS DRT in *FAFSA on the Web*, and instead will provide the school with the 2016 IRS Tax Return Transcript(s).

In most cases, for electronic tax return filers, 2016 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2-3 weeks after the 2016 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2016 paper IRS income tax returns, the 2016 income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6-8 weeks after the 2016 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

- Check here if the 2016 IRS Tax Return Transcript(s) **is provided.**
- Check here if the 2016 IRS Tax Return Transcript(s) **will be provided later.**

**2. TAX RETURN NON-FILERS**

**Instructions:**

Complete this section if your parent(s) **will not file and is not required to file** a 2016 income tax return with the IRS.

**Check the box that applies:**

- Neither parent was employed nor had income earned from work in 2016.
- One or both parents were employed in 2016 and have listed below the names of all the employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. **It is MANDATORY to attach copies of all 2016 IRS W-2 forms issued to the parent(s) by their employer(s). List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and student ID # at the top.**

| Employer's Name                       | 2016 Amount Earned          | IRS W-2 Attached?    |
|---------------------------------------|-----------------------------|----------------------|
| <i>ABC's Auto Body Shop (example)</i> | <i>\$2,000.00 (example)</i> | <i>Yes (example)</i> |
|                                       |                             |                      |
|                                       |                             |                      |

If one or both parents did not file they are **required** to provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS Income Tax Return was not filed with the IRS or other relevant tax authority.

**Check the box that applies:**

- Verification of Non-Filing documentation **is provided.**
- Verification of Non-Filing documentation **will be provided later.**

**How to obtain a 2016 Tax Return Transcript or Verification of Non-Filing**

- **Get Transcript by MAIL** – Go to [irs.gov](http://irs.gov), click “Get My Tax Record”. 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 [irs.gov](http://irs.gov), click “Get My Tax Record”. 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

Student Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

**E. Individuals Unusual Circumstances (Please check the box that applies)**

|                                  |  |                                    |
|----------------------------------|--|------------------------------------|
| Student <input type="checkbox"/> | <b>Individuals Granted a Filing Extension by the IRS</b> | Parent(s) <input type="checkbox"/> |
|----------------------------------|--|------------------------------------|

If the student and/or parent were required to file a 2016 IRS Income Tax Return and were granted a filing extension by the IRS, provide the following documents:

- A copy of the IRS’s approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2016; **and**
- A copy of IRS Form W-2 for each source of employment income received for tax year 2016 and, if self-employed, a signed statement certifying the amount of the Individual’s Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2016;
- Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2017;
- If self-employed, a signed and typed statement certifying the amount of the Individual’s Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2016.

|                                  |   |                                    |
|----------------------------------|---|------------------------------------|
| Student <input type="checkbox"/> | <b>Individuals Who Filed an Amended IRS Income Tax Return</b> | Parent(s) <input type="checkbox"/> |
|----------------------------------|---|------------------------------------|

If the student and/or parent filed an amended IRS Income Tax Return for the tax year of 2016, provide the following documents:

- A copy of a 2016 IRS Tax Return Transcript; **and**
- A signed copy of the 2016 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

|                                  |  |                                    |
|----------------------------------|--|------------------------------------|
| Student <input type="checkbox"/> | <b>Individuals Who Were Victims of Tax Administration Identity Theft</b> | Parent(s) <input type="checkbox"/> |
|----------------------------------|--|------------------------------------|

A victim of tax administration identity theft who is not able to obtain a 2016 IRS Tax Return Transcript or use the IRS Data Retrieval Tool must contact the IRS at 1-800-908-4490. Upon authentication of the tax filer’s identity, the IRS will provide, by U.S. Postal Service, a printout of the following documents:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that include all of the income and tax information required to be verified; **and**
- A copy of the signed IRS Form 14039 “Identity Theft Affidavit” that was submitted to the IRS.

**F. 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 on this worksheet, you may be fined, be sentenced to prison, or both.**

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

*Submit this worksheet to the financial aid administrator at Del Mar College.  
Del Mar College is an Equal Opportunity/Affirmative Action Institution*

|   |  |   |
|---|--|---|
| <b>Del Mar College Financial Aid Services</b>   | <b>East Campus: Harvin Center - Room 263</b> | <b>West Campus: Coleman Center - Room 146</b> |
| Email: <a href="mailto:financialaid@delmar.edu">financialaid@delmar.edu</a>                               | Phone: (361) 698-1293                        | Phone: (361) 698-1726                         |
| <a href="http://www.delmar.edu/Paying_for_College.aspx">http://www.delmar.edu/Paying_for_College.aspx</a> | Fax: (361) 698-2017                          | Fax: (361) 698-2695                           |