



# 2017-2018 VERIFICATION STATUS 1 INDEPENDENT WORKSHEET

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 the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

## A. Independent 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. Independent Student’s Family Information

List below the people in your household and please include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2017, through June 30, 2018, or if the child would be required to provide your information if they were completing a FAFSA for 2017–2018. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2018.

Include the name of the college for any household member 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, 2017, and June 30, 2018.

*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>	

Family Members	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)

**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. Independent Student’s Income Information to Be Verified**

**1. TAX RETURN FILERS**

**Instructions:**

Complete this section if you, the student, **filed** a 2015 Income Tax Return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web.*

**Check the box that applies:**

- I, the student, **have used** the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer my (and, if married, my spouse’s) 2015 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *Your school will use the IRS information that was transferred in the verification process.*
- I, the student **have not yet used** the IRS Data Retrieval Tool in FAFSA on the Web, but I will use the tool to retrieve and transfer my (and, if married, my spouse’s) 2015 IRS income information into my FAFSA once I have filed a 2015 IRS Tax Return.
- I, the student am **unable or chose not to use** the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school a 2015 IRS Tax Return Transcript.

In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2-3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6-8 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 using the IRS DRT or obtaining an IRS Tax Return Transcript.

- Check here if a 2015 IRS tax return transcript **is provided.**
- Check here if a 2015 IRS tax return transcript **will be provided later.**

**2. TAX RETURN NON-FILERS**

**Instructions:**

Complete this section if you, the student (and, if married, your spouse), **did not file and is not required** to file a 2015 Income Tax Return with the IRS.

**Check the box that applies:**

- The student (and, if married, the spouse) was not employed and had no income earned from work in 2015.
- The student (and, if married, the spouse) 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. Attach copies of all 2015 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. **IRS W-2 form(s) must be provided.***

<i>ABC’s Auto Body Shop (example)</i>	2015 Amount Earned <i>\$2,000.00 (example)</i>	IRS W-2 Attached? <i>Yes (example)</i>

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2016 that indicates a 2015 IRS Income Tax Return was not filed with the IRS or other relevant tax authority.

**Check the box that applies:**

- Non-filing documentation is provided.
- Non-filing documentation will be provided later

**How to obtain a 2015 Tax Return Transcript or Verification of Non-Filing**

- **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

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

### D. Individuals Unusual Circumstances (Please check the box that applies)

Yes <input type="checkbox"/>	<b>Individuals Granted a Filing Extension by the IRS</b>	No <input type="checkbox"/>
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- If the student (and, if married, the student's spouse) was required to file a 2015 IRS Income Tax Return and was 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 2015; and
- A copy of IRS Form W-2 for each source of employment income received for tax year 2015 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 2015.
- 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, 2016;
- 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 2015.

Yes <input type="checkbox"/>	<b>Individuals Who Filed an Amended IRS Income Tax Return</b>	No <input type="checkbox"/>
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- If the student (and, if married, the student's spouse) filed an amended IRS Income Tax Return for the tax year of 2015, provide the following documents:
- A copy of a 2015 IRS Tax Return Transcript; and
- A signed copy of the 2015 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

Yes <input type="checkbox"/>	<b>Individuals Who Were Victims of Tax Administration Identify Theft</b>	<input type="checkbox"/>	No
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- A victim of tax administration identity theft who is not able to obtain a 2015 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.

### E. Certification and Signatures

The person signing below certifies that all of the information reported is complete and correct.

**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

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

**Del Mar College Financial Aid Services      East Campus: Harvin Center Room 263      West Campus: Coleman Center, Room 146**

Email: [financialaid@delmar.edu](mailto:financialaid@delmar.edu)      Phone: (361) 698-1293  
[http://www.delmar.edu/Paying\\_for\\_College.aspx](http://www.delmar.edu/Paying_for_College.aspx)      Fax: (361) 698-2017

Phone: (361) 698-1726  
Fax: (361) 698-2695