



# 2018-2019 VERIFICATION STATUS 5

## INDEPENDENT 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 reported on your FAFSA. You 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. 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, 2018, through June 30, 2019, or if the child would be required to provide your 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 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, 2019.

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, 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*

Name:	Age:	Relation:	<b>SELF</b>	College:	<b>Del Mar College</b>	Enrolled? <input type="checkbox"/>
Name:	Age:	Relation:		College:		Enrolled? <input type="checkbox"/>
Name:	Age:	Relation:		College:		Enrolled? <input type="checkbox"/>
Name:	Age:	Relation:		College:		Enrolled? <input type="checkbox"/>
Name:	Age:	Relation:		College:		Enrolled? <input type="checkbox"/>

**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 2016 Income Tax Return with the IRS.

**Note:** The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of [FAFSA's Website](#).

#### **Check the box that applies:**

- I, the student, **have used** the IRS DRT in *FAFSA on the Web* to retrieve and transfer my (and, if married, my spouse's) 2016 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 DRT in *FAFSA on the Web*, but I will use the tool to retrieve and transfer my (and, if married, my spouse's) 2016 IRS income information into my FAFSA once I have filed a 2016 IRS Tax Return.
- I, the student, **am unable or chose not to use** the IRS DRT in *FAFSA on the Web*, and I (and, if married, my spouse's) will submit to the school 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**.

### 2. TAX RETURN NON-FILERS

#### **Instructions:**

Complete this section if you, the student (and, if married, your spouse), **did not file and/or is not required** to file a 2016 Income Tax Return with the IRS.

#### **Check the box that applies:**

- Student (and, if married, the spouse) was not employed and had no income earned from work in 2016.
- Student (and, if married, the spouse) was employed in 2016 and has listed below the names of all 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 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 Name:	Amount Earned:	W-2 Attached? <input type="checkbox"/>
Employer Name:	Amount Earned:	W-2 Attached? <input type="checkbox"/>
Employer Name:	Amount Earned:	W-2 Attached? <input type="checkbox"/>

If you the student (and, if married, your spouse) did not file and/or was not required to file, you (and, if married, your spouse) will be **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 Website](#), 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 Website](#), 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

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

### **Individuals Granted a Filing Extension by the IRS:**

 Yes No

If the student (and, if married, the student's spouse) was required to file a 2016 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 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.

### **Individuals Who Filed an Amended IRS Income Tax Return:**

 Yes No

If the student (and, if married, the student's spouse) 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.

### **Individuals Who Were Victims of Tax Administration Identity Theft:**

 Yes No

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.

## **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**

Phone: (361) 698-1293

Fax: (361) 698-2017

**West Campus: Coleman Center - Room 146**

Phone: (361) 698-1726

Fax: (361) 698-2695

**Email:** [financialaid@delmar.edu](mailto:financialaid@delmar.edu)

[Del Mar College Financial Aid Website](#)

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

The student must appear in person at **Del Mar College** to verify his or her identity by presenting an unexpired valid government-issued photo identification ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

*In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose 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 **Del Mar College** for 2018-2019.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's ID #

\_\_\_\_\_  
Financial Aid Official's Signature

\_\_\_\_\_  
Date

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**Del Mar College Financial Aid Services**

**East Campus: Harvin Center - Room 263**

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