

Verification Worksheet (Group V1)

Student Name _____ SCCC ID# _____

Address _____ City _____ State _____ ZIP _____

Home Phone Number (include area code) _____ Cell Phone Number _____

Please check one:

- I am a Dependent Student [who needs to provide parental information]
- I am an Independent Student

Your application was selected for review in a process called “Verification”. Verification is a process governed by Federal regulations and is used to ensure that the information applicants report on the Free Application for Federal Student Aid (FAFSA) is accurate. In this process, SCCC will compare information from your 2018-19 FAFSA to the documents you provide. If there are differences, your FAFSA information may need to be corrected. You and at least one parent (if Dependent) must complete, sign and submit this worksheet to the Financial Aid Office. Additional information may be requested. Please monitor your portal for additional requests and important information.

FOR NJ RESIDENTS ONLY: Additional Questions required by NJHESAA to determine STATE Aid. (Enter N/A or -0- if not applicable)

Driver’s License - State Issued and Number:		
Veterans Educational Benefits received between 7/1/18-6/30/19:	Amount per month: \$	# of months:
2016 Untaxed Social Security Benefits:	Parent: \$	Student: \$
2016 Earned Income Credit on the tax return:	Parent: \$	Student: \$

A. Student’s Family Information [For Dependent & Independent Students]

Dependent Student

List the people in **your parent’s household**. 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.

Independent Student

List the people in **your household**. 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.

Be sure to include the name of the college for any household member [Dependent Students exclude 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 SCCC ID# at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
		self	SCCC	

B. Student’s Income Information to Be Verified [For Dependent & Independent Students].

Important Note: Notify the Financial Aid Office if the student or spouse filed separate IRS income tax returns for 2016 or if the student had a change in marital status after December 31, 2016.

STUDENT AND SPOUSE INCOME AND TAX INFORMATION (Check only the one box which applies to you)

I (and/or spouse if married) filed a 2016 Federal IRS Tax Return and used the IRS Data Retrieval Tool (DRT) in my FAFSA to retrieve and transfer my 2016 IRS income tax information. (If the student and spouse filed separate 2016 Income Tax Returns, the IRS DRT cannot be used and the 2016 IRS Tax Return Transcript(s) must be provided for each.)

I (and/or spouse if married) filed a 2016 Federal IRS Tax Return, but DID NOT use the IRS Data Retrieval Tool (DRT). I have attached a copy of my 2016 Federal IRS Tax Return Transcript (not the Income Tax Return).

I have attached a copy of my 2016 Federal IRS Tax Return Transcript. Check here _____
 I have attached a copy of my spouse’s separate 2016 Federal IRS Tax Return Transcript. Check here _____

To obtain an IRS tax return transcript, go to www.IRS.gov and click on “Get Your Tax Record” then “Get Transcript By Mail” and request the 2016 TAX RETURN TRANSCRIPT. Or call the Automated Telephone Request 1-800-908-9946. Transcripts are generally received via US Mail within 10 business days.

I (and/or spouse if married) was employed in 2016 and had income, but was not required to file and did not file a 2016 Federal IRS Tax Return.

(Independent Students must provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicated a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority. To request an IRS Non-Filing Letter go to IRS.gov. Click on “Get Your Tax Record. Select Verification of Non-Filing Letter for 2016 or download IRS Form 4506-T and follow the instructions, being sure to check Box 7 – Verification of Non-filing and Box 9 for Year or Period Requested and enter 2016.)

Confirmation of Independent Student/Spouse’s non-filing documentation is attached. Check here _____

List Student’s (and spouse’s if married) 2016 Income Below and Attach Copies of 2016 W2 Wage and Income Statements:

Employer’s Name	Amount Earned in 2016	IRS W2 Attached? (Yes/No)*

* If you did not include copies of your W2 Forms, please explain why you were not able to provide them:

I (and/or spouse if married) was not employed in 2016, did not have income, was not required to file and did not file a 2016 Federal IRS Tax Return.

(Independent Students must provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicated a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority. To request an IRS Non-Filing Letter go to IRS.gov. Click on “Get Your Tax Record. Select Verification of Non-Filing Letter for 2016 or download IRS Form 4506-T and follow the instructions, being sure to check Box 7 – Verification of Non-filing and Box 9 for Year or Period Requested and enter 2016.)

Confirmation of Independent Student/Spouse’s non-filing documentation is attached. Check here _____

C. Parent’s Income Information to Be Verified [For Dependent Students Only]

Important Note: Notify the Financial Aid Office if the student’s parents filed separate IRS income tax returns for 2016 or if the parents had a change in marital status after December 31, 2016.

PARENT(S)’ INCOME AND TAX INFORMATION (Check only the one box which applies to you)

Parent(s) filed a 2016 Federal IRS Tax Return and used the IRS Data Retrieval Tool (DRT) in my FAFSA to retrieve and transfer 2016 IRS income tax information. (If the parent and spouse filed separate 2016 Income Tax Returns, the IRS DRT cannot be used and the 2016 IRS Tax Return Transcript(s) must be provided for each.)

Parent(s) filed a 2016 Federal IRS Tax Return, but DID NOT use the IRS Data Retrieval Tool (DRT). I have attached a copy of my parent(s) 2016 Federal IRS Tax Return Transcript (not the Income Tax Return).

I have attached a copy of my parent(s) 2016 Federal IRS Tax Return Transcript. Check here _____
 I have attached a copy of my parents’ separate 2016 Federal IRS Tax Return Transcripts. Check here _____

To obtain an IRS tax return transcript, go to www.irs.gov and click on “Get Your Tax Record” then “Get Transcript By Mail” and request the 2016 TAX RETURN TRANSCRIPT. Or call the Automated Telephone Request 1-800-908-9946. Transcripts are generally received via US Mail within 10 business days.

Parent(s) were employed in 2016 and had income, but were not required to file and did not file a 2016 Federal IRS Tax Return.
 (Parent(s) of Dependent Students must 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. To request an IRS Non-Filing Letter go to IRS.gov. Click on “Get Your Tax Record. Select Verification of Non-Filing Letter for 2016 or download IRS Form 4506-T and follow the instructions, being sure to check Box 7 – Verification of Non-filing and Box 9 for Year or Period Requested and enter 2016.)

Confirmation of Parent(s) non-filing documentation is attached. Check here _____

List Parent(s)’ 2016 Income Below and Attach Copies of 2016 W2 Wage and Income Statements:

Employer’s Name	Amount Earned in 2016	IRS W2 Attached? (Yes/No)

* If you did not include copies of your W2 Forms, please explain why you were not able to provide them:

Parent(s) were not employed in 2016, did not have income, were not required to file and did not file a 2016 Federal IRS Tax Return.

(Parent(s) of Dependent Students must 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. To request an IRS Non-Filing Letter go to IRS.gov. Click on “Get Your Tax Record. Select Verification of Non-Filing Letter for 2016 or download IRS Form 4506-T and follow the instructions, being sure to check Box 7 – Verification of Non-filing and Box 9 for Year or Period Requested and enter 2016.)

Confirmation of Parent(s) non-filing documentation is attached. Check here _____

D. Asset Information

1. Do you, your spouse if married or your parents have Untaxed IRA Distributions or Untaxed Pensions to report?
[] NO [] YES

Untaxed IRA Distribution: (2016 IRS Form 1040: Lines 15a minus 15b OR 1040A: Lines 11a minus 11b)
Untaxed Pensions & Annuities: (2016 IRS Form 1040: Lines 16a minus 16b OR 1040A: Lines 12a minus 12b)

If yes, was any amount a rollover? ? [] NO [] YES

If yes, what was the amount of the rollover? \$ _____

If yes, please provide a copy of the first page of your 2016 Tax Return showing the rollover.

2. Do you, your spouse if married or your parents own rental/investment property? (DO NOT include primary residence unless a unit/portion is rented out) [] NO [] YES

If yes, please provide a copy of 2016 Federal Schedule E AND Mortgage Balance Statement (as of the FAFSA filing date).

How many rental/investment properties do you/parents own? _____

How many total units/portions are in each property? _____

How many units are rented out in each property? _____

3. Do you, your spouse if married or your parents own a business (S-Corp or Partnership)? [] NO [] YES

If yes, number of employees: _____

If yes, please provide a copy of 2016 Federal Schedule E AND 2016 Federal Schedule K-1.

E. Certification and Signatures

I/we certify that all of the information reported on this worksheet is complete and correct.

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

STUDENT SIGNATURE [FOR INDEPENDENT & DEPENDENT STUDENTS]

DATE

PARENT SIGNATURE [FOR DEPENDENT STUDENTS ONLY]

DATE

*Do not mail this worksheet to the U.S. Department of Education or NJ Higher Education Student Assistance Authority (NJHESAA).
Submit this worksheet to the Financial Aid Office at Sussex County Community College.
You should make a copy of this worksheet for your records.*