

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 2019-20 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.*

**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, 2019 through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019–2020. 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, 2020.

**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, 2019 through June 30, 2020, or if the child would be required to provide your information if they were completing a FAFSA for 2019–2020. 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, 2020.

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, 2019 and June 30, 2020. *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	

NAME: \_\_\_\_\_ SCCC ID#: \_\_\_\_\_

**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 2017 or if the student had a change in marital status after December 31, 2017.

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

<p><input type="checkbox"/> <b>I (and/or spouse if married) filed a 2017 Federal Tax Return and used the IRS Data Retrieval Tool (DRT) in my FAFSA to retrieve and transfer my 2017 IRS income tax information.</b> (If the student and spouse filed separate 2017 Income Tax Returns, the IRS DRT cannot be used and the 2017 IRS Tax Return Transcript(s) must be provided for each.)</p>												
<p><input type="checkbox"/> <b>I (and/or spouse if married) filed a 2017 Federal Tax Return, but DID NOT use the IRS Data Retrieval Tool (DRT). I have attached a <u>signed</u> copy of my 2017 Federal Tax Return or a copy of the Tax Return Transcript from the IRS.</b></p> <p>I have attached a <u>signed</u> copy of my 2017 Federal Tax Return or IRS Tax Return Transcript. Check here _____</p> <p>I have attached a <u>signed</u> copy of my spouse's separate 2017 Federal Tax Return or Tax Return Transcript from the IRS. Check here _____</p> <p><i>To obtain an IRS tax return transcript, go to <a href="http://www.irs.gov">www.irs.gov</a> and click on "Get Your Tax Record" then "Get Transcript by Mail" and request the 2017 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></p>												
<p><input type="checkbox"/> <b>I (and/or spouse if married) was employed in 2017 and had income, but was not required to file and did not file a 2017 Federal IRS Tax Return.</b></p> <p><b>Independent Students (and their spouse if applicable) must complete a Verification of Non Filing Status Form – Student, that indicates a 2017 Federal income tax return was not filed with the IRS or other relevant tax authority.</b></p> <p><b>Confirmation of Independent Student/Spouse's non-filing documentation is attached. Check here _____</b></p> <p>List Student's (and spouse's if married) 2017 Income Below and Attach Copies of 2017 W2 Wage and Income Statements:</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 40%;">Employer's Name</th><th style="width: 30%;">Amount Earned in 2017</th><th style="width: 30%;">IRS W2 Attached? (Yes/No)*</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table> <p>* If you did not include copies of your W2 Forms, please explain why you were not able to provide them: _____ _____</p>	Employer's Name	Amount Earned in 2017	IRS W2 Attached? (Yes/No)*									
Employer's Name	Amount Earned in 2017	IRS W2 Attached? (Yes/No)*										
<p><input type="checkbox"/> <b>I (and/or spouse if married) was not employed in 2017, did not have income, was not required to file and did not file a 2017 Federal IRS Tax Return.</b></p> <p><b>Independent Students (and their spouse if applicable) must complete a Verification of Non Filing Status Form – Student, that indicates a 2017 Federal income tax return was not filed with the IRS or other relevant tax authority.</b></p> <p><b>Confirmation of Independent Student/Spouse's non-filing documentation is attached. Check here _____</b></p>												

NAME: \_\_\_\_\_ SCCC ID#: \_\_\_\_\_

**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 2017 or if the parents had a change in marital status after December 31, 2017.

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

**Parent(s) filed a 2017 Federal Tax Return and used the IRS Data Retrieval Tool (DRT) in my FAFSA to retrieve and transfer 2017 IRS income tax information.** (If the parent and spouse filed separate 2017 Income Tax Returns, the IRS DRT cannot be used and the 2017 IRS Tax Return Transcript(s) must be provided for each.)

**Parent(s) filed a 2017 Federal Tax Return, but DID NOT use the IRS Data Retrieval Tool (DRT).**  
I have attached a signed copy of my parent(s) 2017 Federal Tax Return Transcript or Tax Return Transcript from the IRS.

I have attached a signed copy of my parent(s) 2017 Federal Tax Return or Tax Return Transcript from the IRS. Check here \_\_\_\_\_

I have attached a signed copy of my parents' separate 2017 Federal Tax Returns or Tax Return Transcripts from the IRS. Check here \_\_\_\_\_

*To obtain an IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and click on "Get Your Tax Record" then "Get Transcript by Mail" and request the 2017 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 2017 and had income, but were not required to file and did not file a 2017 Federal Tax Return.**

**(Parent(s) of Dependent Students must provide complete a Verification of Non Filing Status Form – Parent, that indicates a 2017 Federal income tax return was not filed with the IRS or other relevant tax authority.**

**Confirmation of Parent(s) non-filing documentation is attached. Check here \_\_\_\_\_**

List Parent(s)' 2017 Income Below and Attach Copies of 2017 W2 Wage and Income Statements:

Employer's Name	Amount Earned in 2017	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 2017, did not have income, were not required to file and did not file a 2017 Federal IRS Tax Return.**

**(Parent(s) of Dependent Students must provide complete a Verification of Non Filing Status Form – Parent, that indicates a 2017 Federal income tax return was not filed with the IRS or other relevant tax authority.**

**Confirmation of Parent(s) non-filing documentation is attached. Check here \_\_\_\_\_**

NAME: \_\_\_\_\_ SCCC ID#: \_\_\_\_\_

**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: (2017 IRS Form 1040: Lines 15a minus 15b OR 1040A: Lines 11a minus 11b)  
Untaxed Pensions & Annuities: (2017 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 2017 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 2017 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 2017 Federal Schedule E AND 2017 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.*