



2018 – 2019 Verification Worksheets Federal Student Aid Programs - Dependent

Your application was selected by the U.S. Dept. of Education for review in a process called “verification.”

WHAT YOU MUST DO BEFORE FINANCIAL AID CAN BE AWARDED TO YOU

1. If you and your parents used the IRS Tax Retrieval process when completing your FAFSA and did not make any changes to that information, a 2016 tax transcript is not necessary.
2. If you and your parents did not use the IRS Tax Retrieval process or you made changes after the IRS Retrieval, contact the IRS at www.irs.gov or call 1-800-829-1040 to obtain a 2016 tax return transcript. Or you can obtain the transcript online at 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.**
3. **Complete all sections and sign the worksheet** - you and your parents must sign the worksheet.
4. Submit all required documents to the Office of Financial Aid.
5. If you or your parents did not file or are not required to file an IRS 1040, you and your parents must affirm that you are not required to file an IRS 1040 and include a copy of 2016 W-2 Forms from all employers and we will also need the person to submit a “Verification of Nonfiling Letter” from the IRS. This can be obtained by submitting the IRS form 4506-T and checking box 7.

A. Student Information (Please print or type)

<i>Last Name</i>	<i>First Name</i>	<i>M.I.</i>	<i>Student ID #</i>	
<i>Address (include apt. #)</i>		<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Date of Birth</i>	<i>E-mail Address</i>		<i>Phone Number (include area code)</i>	

B. Family Information

List the people in your household, include:

- ❖ You and your parents (including stepparent) even if you don’t live with your parents.
- ❖ Your parents’ other children even if they don’t live with your parents if (1) your parents will provide more than half of their support from July 1, 2018 through June 30, 2019, or (2) the children would be required to provide parental information when applying for Federal Student Aid, and
- ❖ Other people if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2018 through June 30, 2019

Write the names of ALL household members. Also write in the name of the college for any family member, excluding your parents, who will be attending college at least half-time between July 1, 2018 and June 30, 2019, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College Attending in 2018-2019
Example: John Student	19	Self	ABC University

C. STUDENT - COMPLETE ONLY IF YOU WILL NOT FILE AND ARE NOT REQUIRED TO FILE

☐ I ATTEST THAT I HAVE NOT FILED AN IRS 1040 FOR 2016 AND I AM NOT REQUIRED TO FILE AN IRS 1040 FOR 2016. I have attached all of the W-2 forms I received for 2016 and will also submit a “Verification of Nonfiling Letter” from the IRS. This can be obtained by submitting the IRS form 4506-T and checking box 7.

D. PARENTS - - COMPLETE ONLY IF YOU WILL NOT FILE AND ARE NOT REQUIRED TO FILE

☐ WE ATTEST THAT WE HAVE NOT FILED AN IRS 1040 FOR 2016 AND WE ARE NOT REQUIRED TO FILE AN IRS 1040 FOR 2016. We have attached all of the W-2 forms we received for 2016 and we will also submit a "Verification of Nonfiling Letter" from the IRS. This can be obtained by submitting the IRS form 4506-T and checking box 7.

E. Additional Income

Both tax filers and non-tax filers must list any untaxed income received in 2016.

Be sure to enter zeros if no funds were received.

Failure to complete this section will delay the processing of your verification.

Applicants with no taxable income, no earned income or no untaxed income as reported in Section E will be required to submit a LOW INCOME VERIFICATION FORM showing how living expenses were met.

Student	Calendar Year 2016	Parents
	2016 Untaxed Income	
\$	Payments to tax-deferred pensions and savings plans (paid directly or withheld from earnings) including, but not limited to, amounts reported on W-2 Form Box 12a - 12d, codes D, E, F, G, H, and S.	\$
\$	Untaxed portion of pensions.	\$
\$	Untaxed portion of IRA Distributions	\$
\$	Tax exempt interest income from 1040 line 8b or 1040A line 8b.	\$
\$	Education credits from 1040 or 1040A.	\$
\$	Child support paid because of divorce or separation or as a result of a legal requirement. List the names of the children receiving the child support _____ _____ _____ The person's name to whom the support is paid _____ Address where the child lives _____	\$

G. Sign This Worksheet

By signing this worksheet, I (we) certify that all 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's Signature

Date

Parent's Signature

Date

Return by mail, email or fax to:

SFCM, Office of Financial Aid
50 Oak Street, San Francisco, CA 94102
(415) 503-6214 or (415) 503-6235 FAX: (415) 503-6299
E-MAIL – dhoward@sfc.edu

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