



**2018 – 2019 Verification Worksheet
Federal Student Aid Programs
Independent**

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 spouse 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 spouse 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 transcript.
3. **Complete all sections and sign the worksheet** - you and your spouse must sign the worksheet.
4. Submit all required documents to the Office of Financial Aid.
5. If you or your spouse did not file or are not required to file an IRS 1040, you and your spouse must affirm that you are not required to file an IRS 1040 and include a copy of 2016 W-2 Forms from all employers.

A. Student Information (Please print or type)

<i>Last Name</i>	<i>First Name</i>	<i>M.I.</i>	<i>Student ID Number</i>	
<i>Address (include apt. #)</i>			<i>City</i>	<i>State</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 spouse.
- ❖ Your children if you will provide more than half of their support from July 1, 2018 through June 30, 2019 even if they don't 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 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 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.

D. SPOUSE - - 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.

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	Spouse
\$	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

Spouse'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.