



Fresno City College
Financial Aid Office
 1101 E University Ave
 Fresno, CA 93741
 Phone: (559) 442-8245
 Fax: (559) 499-6024

2018-2019

DEPENDENT VERIFICATION WORKSHEET # 2

You were selected for a review process called *verification*. Information on this form will be used to verify the accuracy of the information reported on your FAFSA. Please complete the entire worksheet in **black or blue ink**. Incomplete worksheets will not be accepted.

Student Name: _____ ID #: _____

HOUSEHOLD SIZE VERIFICATION – Follow these instructions to identify who you should include in your household size. For financial aid purposes, “parent(s)” refers to parent(s)/step-parent(s)/adoptive parent(s).

- In the box below, list everyone in your parent(s)' household between July 1, 2018 and June 30, 2019. Include:
 - Yourself, even if you don't live with your parent(s)
 - Your parent(s)
 - Your parents' other children **if** your parents 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 your parents' information when applying for Federal Student Aid.
 - 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. Attach a separate page if more room is needed.
- If anyone listed below will be enrolled in a degree, diploma, or certificate program and attending college at least half-time between July 1, 2018 and June 30, 2019, write in the name of the college for that person.

Full Name	Age	Relationship to Student	Name of College, if Enrolled at Least Half-Time
		Self	Fresno City College

ASSET INFORMATION as of the date you submitted the FAFSA – enter \$0 if none.

Report totals for yourself and parents.	Student	Parents
1. What was the total balance of your cash, savings and checking accounts?	\$ _____	\$ _____
2. What was the net worth of your investments, including real estate? EXCLUDE YOUR PRIMARY RESIDENCE. (Value minus debts related to the investments = NET WORTH.)	\$ _____	\$ _____
3. What was the net worth of your business, including market value of land, buildings, machinery, equipment, inventory, etc.? (Value minus debt for which the business was used as collateral = NET WORTH.) <u>If your business was owned and controlled by your family and has fewer than 100 employees, report \$0.00.</u>	\$ _____	\$ _____
4. What was the net worth of your farm, including market value of land, buildings, machinery, equipment, inventory, etc.? (Value minus debt for which the farm was used as collateral = NET WORTH.) <u>If your family lives on and operates the farm, report \$0.00.</u>	\$ _____	\$ _____

Student name: _____

ID#: _____

STUDENT'S INCOME INFORMATION

Check the box that applies:

- The student used the IRS Data Retrieval Tool to transfer 2016 IRS income information to the FAFSA.
- The student filed taxes but was unable to use the IRS Data Retrieval Tool. **Attach 2016 IRS Tax Return Transcript.**
- The student worked in 2016, but did not and was not required to file taxes. **Attach 2016 W-2 Forms.**
- The student did not work in 2016, and was not required to file a 2016 income tax return.

For additional information on these requirements, see page 4.

List each employer and all income earned from work in 2016, even if you were not issued a W-2 form.

Student's Employer(s)	2016 Amount Earned	W-2 Attached?
	\$	
	\$	
	\$	

PARENT(S)' INCOME INFORMATION

Check the box that applies:

- Parent(s) used the IRS Data Retrieval Tool to transfer 2016 IRS income information to student's FAFSA.
- Parent(s) filed taxes but were unable to use the IRS Data Retrieval Tool. **Attach 2016 IRS Tax Return Transcript.**
*If parents filed separately, attach both parents' tax return transcripts.
- Parent(s) worked in 2016, but did not and were not required to file taxes. **Attach 2016 W-2 Forms and letter(s) of non-filing for both parents.**
- Parent(s) did not work in 2016, and were not required to file a 2016 income tax return. **Attach IRS letter of non-filing for both parents.**

For additional information on these requirements, see page 4.

List each employer and all income earned from work in 2016, even if your parent was not issued a W-2 form.

Parent #1 Employer(s)	2016 Amount Earned	W-2 Attached?
	\$	
	\$	
	\$	
	\$	
Parent #2 Employer(s)	2016 Amount Earned	W-2 Attached?
	\$	
	\$	
	\$	
	\$	

UNTAXED INCOME – Enter all untaxed income received in 2016 or \$0 if none.

A. Payments to tax-deferred pension and retirement savings - List any payments to plans, such as 401(k) or 403(b), including but not limited to amounts reported on W2 boxes 12a-12d codes D, E, F, G, H, and S.

Name of Person Who Made the Payment	Total Amount Paid in 2016

B. Housing, food and other living allowances paid to members of the military, clergy, and others – List any payments and/or the cash value of benefits received by any family member that is military, clergy, etc. Do not include the value of on-base housing or basic allowance for housing for military.

Name of Person Who Received the Benefit	Type of Benefit Received	Amount of Benefit Received in 2016

C. Veteran non-education benefits – Include Disability, Death Pension, Dependency and Indemnity Compensation (DIC), and VA Educational Work-Study allowances.

Name of Person Who Received the Benefit	Type of Veterans Non-Education Benefit Received	Amount of Benefit Received in 2016

D. Child Support received – List the actual amount of child support received for children in your household.

Name of the Adult Who Received the Child Support Payment	Name of the Child For Whom the Payment Was Made	Total Amount of Child Support Received in 2016

E. Other untaxed income – List the type and amount of other income received that has not been reported elsewhere on this form. Include payments from worker’s compensation, disability, untaxed portions of health savings accounts from IRS Form 1040 - line 25.

Name of the Person Who Received the Income	Type of Other Untaxed Income Received	Amount of Untaxed Income Received in 2016

F. Money received or paid on the student’s behalf – List any other money received or paid on the student’s behalf that is not reported elsewhere on this form. For example, if someone is paying the student’s rent, utilities, bills, or gives the student cash, gift cards, etc., list the total amount that person paid, unless the person is the student’s parent whose information is reported on the student’s FAFSA. Also include any distributions to the student from a 529 plan owned by someone other than the student or student’s parents.

Name and Relationship of the Person Who Gave the Payment	Type of Payment (e.g. Cash, Rent, Utilities)	Amount of Other Support Received in 2016

G. Additional Income Information – List any other resources/benefits received by the student and any other members of the student’s household.

Name of the Person Who Received the Resource/Benefit	Type of Resource/Benefit	Amount of Resource/Benefit Received in 2016

SUPPORT CERTIFICATION – Complete this section if the total of your parents’ income reported on this form is less than \$5,000. Please explain how your parents met their monthly expenses (low income housing, SNAP [food stamps], cash aid, social security benefits, etc.).

Required Signatures:

By signing below, I (we) certify that the information reported on this worksheet is complete and accurate. If asked by the college, I (we) agree to provide proof of any information reported on this form or on my FAFSA. I (we) realize that any false statement or failure to give proof when asked may be cause for the denial, reduction, withdrawal, and/or repayment of my financial aid. I (we) also understand if we purposely give false or misleading information I (we) may be fined up to \$20,000, sentenced to jail, or both.

STUDENT SIGNATURE

PARENT SIGNATURE

DATE

REQUESTING AND SUBMITTING TAX INFORMATION FOR FINANCIAL AID

Attn: Due to new Federal guidelines from the Department of Education we can now accept a signed 2016 Federal Tax Return

<p>Request by Phone</p> <ul style="list-style-type: none"> ➤ Call the IRS at (800) 908-9946 ➤ Follow prompts to enter Social Security number and numbers of the street address as it appears on the most recent tax return filed with the IRS <ul style="list-style-type: none"> ➤ Select option #2 to request a tax return transcript for 2016 ➤ The IRS will mail a paper copy within 5 to 10 days 	<p>Request Online</p> <ul style="list-style-type: none"> ➤ Go to www.irs.gov <ul style="list-style-type: none"> ➤ Click "Get My Tax Record" ➤ Click "Get Transcript Online" ➤ Follow prompts to validate your identity ➤ Create a login and password ➤ Choose "Higher Education/Student Aid" as the reason for the transcript request <ul style="list-style-type: none"> ➤ Select "Return Transcript for 2016" 																				
FAQs about Requesting Your IRS Tax Transcript																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">How can I request it?</th> <th style="width: 15%;">Where do I request it?</th> <th style="width: 25%;">What type of document will I receive?</th> <th style="width: 45%;">How will I receive it?</th> </tr> </thead> <tbody> <tr> <td>Online</td> <td>www.irs.gov</td> <td>Tax Return Transcript or Verification of Non-Filing Letter</td> <td>Able to immediately download and print</td> </tr> <tr> <td>Telephone</td> <td>(800) 908-9946</td> <td>Paper – Tax Return Transcript</td> <td>Via mail in about 10 business days</td> </tr> <tr> <td>By Mail</td> <td>www.irs.gov</td> <td>Paper – Tax Return Transcript</td> <td>Via mail in about 10 business days</td> </tr> <tr> <td>By Mail or Fax</td> <td>Form 4506-T Mail to: IRS RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 Fax to: 801-620-6922</td> <td>Verification of Non-Filing Letter</td> <td>Via mail in about 10 business days</td> </tr> </tbody> </table>		How can I request it?	Where do I request it?	What type of document will I receive?	How will I receive it?	Online	www.irs.gov	Tax Return Transcript or Verification of Non-Filing Letter	Able to immediately download and print	Telephone	(800) 908-9946	Paper – Tax Return Transcript	Via mail in about 10 business days	By Mail	www.irs.gov	Paper – Tax Return Transcript	Via mail in about 10 business days	By Mail or Fax	Form 4506-T Mail to: IRS RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 Fax to: 801-620-6922	Verification of Non-Filing Letter	Via mail in about 10 business days
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<p>Request By Mail</p> <ul style="list-style-type: none"> ➤ If you can't validate your identity for online access, you must use the "Get Transcript by Mail" option. <ul style="list-style-type: none"> ❖ Go to www.irs.gov and Click on "Get My Tax Record" ➤ If you filed taxes – <ul style="list-style-type: none"> ❖ Enter your SSN, date of birth, street address, and ZIP code ❖ Select "Tax Return Transcript" ❖ Select "2016" ➤ If you did not file taxes – <ul style="list-style-type: none"> ❖ Print IRS Form 4506-T ❖ Complete Lines 1-3 ❖ Check box #7 ❖ Enter "12/31/2016" on Line #9 ❖ Sign the form and mail or fax to the IRS Office 																					

Special Tax Situations

Amended Tax Return

- Bring copy of Tax Return Transcript **and**
- A copy of the 1040X (Amended Tax Return), signed by taxpayer and stamped by IRS

Victim of IRS tax-related Identity Theft

- Contact the IRS Identity Theft Protection Specialized Unit (IPSU) via telephone at (800) 908-4490
- After the IPSU authenticates the tax filer's identity, the tax filer must request the IRS to mail an alternate paper tax return transcript known as the Transcript Database View (TRDBV)
- The TRDBV will look different than a regular tax return transcript
- Submit a signed statement by the tax filer indicating that he or she was a victim of IRS tax-related identity theft