

Dependent Verification Worksheet (V5)

Student's Name: _____ (Student ID#) SID: _____
Last First

Preferred Name (if different than above) _____
Last First

Because your FAFSA (Free Application for Federal Student Aid) was selected for 'Verification', we must verify the tax information reported for you and your parent(s). If there are discrepancies, we will make the necessary corrections to your FAFSA.

Note: If 2015 U.S. taxes were filed, try to use the IRS Data Retrieval Tool (IRS DRT) through your FAFSA for each return. If you are either unable to use or choose not to use the IRS DRT, you must attach an **IRS Tax Return Transcript**. If you did not file taxes, you must attach a **Verification of Non-filing Letter**. To get these and other types of transcripts, you can go to www.irs.gov/individuals/get-transcript or call **1-800-908-9946**. Go to your campus' Financial Aid webpage for more information.

Section A. Parent Tax Forms and Income Information

Important Note: The instructions on this page apply to each parent included in the household size as reported on the 'Verification of Household Size' form. Notify the Financial Aid Office if your parents filed separate IRS income tax returns for 2015 or had a change in marital status after December 31, 2015.

Do not submit this form until your parent(s) successfully complete the IRS DRT and/or have attached all required documents. If you need clarification or are unable to obtain the necessary documents, please contact your campus' Financial Aid Office.

Box 1: Complete this box only if your parents filed a 2015 Income Tax Return in any country.

Check and complete all that apply (you must be able to check at least one):

- My parent(s) **have successfully used** the IRS Data Retrieval Tool (DRT) through my 2017-18 FAFSA to transfer their 2015 IRS income tax return information.
- My parent's/parents' 2015 Tax Return Transcript(s) **is/are attached to this worksheet**. (If your parents filed separate 2015 IRS income tax returns, a 2015 IRS Tax Return Transcript must be provided for each parent.)
- My parent(s) filed a second 2015 U.S. Tax Return (an '**Amended Tax Return**') to make corrections to their first 2015 Tax Return. I have **attached both** a signed copy of their filed 2015 Amended Tax Return (IRS Form 1040X) **and** a copy of their 2015 Tax Return Transcript.
- My parent(s) **filed a 2015 Income Tax Return in a country other than the U.S.** **and** a signed copy of that filed tax return, along with a conversion of information to U.S. dollars, **is attached** to this worksheet.

Box 2: Complete this box only if one or both of your parent(s) did not file a 2015 Income Tax Return in any country.

- You must attach an **IRS Verification of Non-filing Letter** for 2015 for the parent(s) who did not file.

Check and complete all that apply:

- I have **attached an IRS Verification of Non-filing Letter** for 2015 for the parent(s) who did not file.
- My parent(s) were **not employed** and had **no** 2015 income earned from work (including business income, odd jobs, etc.).
- One or both parents were **employed** in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether the employer provided a W-2 form.
 - List every source of income earned in or out of the U.S., even if a W-2 form was not issued. Include odd jobs, etc.
 - **You must attach a copy of all W-2 forms issued**. If a W-2 form was not issued, please attach an explanation.

Employer's (source's) Name	If more than one parent, which one?	Amount earned in 2015	IRS W-2 Form Issued?	If earned outside of the U.S., which country?
<i>Example: Sarah's Bakery</i>	<i>Father</i>	<i>\$2,000</i>	<i>No</i>	<i>Canada</i>

If you need more space, please attach a signed separate page with the students name and ID number at the top.

Section B. Student Tax Forms and Income Information

Important Note: The instructions on this page apply to income earned by the student.

Do not submit this form until you have successfully completed the IRS DRT and/or have attached all required documents. If you need clarification or are unable to obtain the necessary documents, please contact your campus' Financial Aid Office.

Complete either Box 1 or Box 2 (not both):

Box 1: Complete this box only if you (the student) filed a 2015 Income Tax Return in any country.

Check and complete all that apply (you must be able to check at least one):

- I **have successfully used** the IRS Data Retrieval Tool (DRT) through my 2017-18 FAFSA to transfer my 2015 IRS income tax return information.
- I **have attached** my **2015 IRS Tax Return Transcript** to this worksheet.
- I filed second 2015 U.S. Tax Return (an '**Amended Tax Return**') to make corrections to my first 2015 Tax Return. I have **attached both** a signed copy of my filed 2015 Amended Tax Return (IRS Form 1040X) **and** a copy of my 2015 Tax Return Transcript.
- I **filed a 2015 Income Tax Return in a country other than the U.S.** **and I have attached** a signed copy of that filed tax return to this worksheet, along with a conversion of information to U.S. dollars.

Box 2: Complete this box only if you (the student) did not file a 2015 Income Tax Return in any country.

Check the box that applies:

- I was **not** employed and had **no** income earned from work (including business income, odd jobs, etc.) in 2015.
- I was **employed** in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether the employer provided a W-2 form.
- List every source of income earned in or out of the U.S., even if a W-2 form was not issued. Include odd jobs, etc.
 - For more space, attach a signed separate page with the student's name and ID number at the top.
 - **You must attach a copy of all W-2 forms issued.** If a W-2 form was not issued, please attach an explanation.

Employer's (source's) Name	Amount earned in 2015	IRS W-2 Form Issued?	If earned outside of the U.S., which country?
<i>Example: Sarah's Bakery</i>	<i>\$2,000</i>	<i>No</i>	<i>Canada</i>

If you need more space, please attach a signed separate page with the students name and ID number at the top.

SECTION C. Family Information

Please list the following people in the chart below:

- Yourself
- The parent(s) you live with (including stepparent) **or**, if you're not living at home, the parent(s) whose information you provided on your 2017-18 FAFSA.
- The listed parents' other children **only if**: (a) the listed parent(s) will provide more than half of the children's financial support from July 1, 2017 through June 30, 2018; **or** (b) the children attend college at least half-time and would be required to provide parental information when applying for financial aid.
- Other people currently living with your listed parent(s) **only if** your parent(s) currently provide and will continue to provide more than half of their financial support from July 1, 2017 through June 30, 2018.
- **Do not** include any people who live with them but support themselves with their own income, even if they share some expenses.

Full Name	Age	Relationship to Applicant	Name of College (if attending half-time or more during the 2017-18 academic year)
Example: <i>Susan Jones</i>	<i>50</i>	<i>Self</i>	<i>(name of your primary college)</i>

*NOTE: If you need more space, please attach an additional page with the student's name and ID number at the top.

Section D. Sign This Worksheet

By signing this worksheet, we certify that all the information reported to qualify for federal student aid is complete and correct. I understand that, periodically, additional documents and/or information may be requested of me and my family by the Financial Aid Office. **At least one parent must sign this form.**

Student's Signature

Date

Parent's Signature

Date

Parent's Name Printed

High School Completion Status

Provide one of the following documents to indicate what the student's high school completion status will be when the student begins college:

- A copy of the student's high school diploma.
(Evidence of passing the CASHEE may be required for CA High School graduates.)
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
(Evidence of passing the CASHEE may be required for CA High School graduates.)
- A copy of the student's General Educational Development (GED) certificate, an official GED transcript that indicates the student passed the exam, or a state-authorized high school equivalent certificate, like the California High School Proficiency Examination (CHSPE).
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
A student who is "home-schooled" in California by a parent who does not hold a California teacher credential is not eligible to satisfy this requirement, because that "school" would not meet the exemption definition of a "high school" in California.
- If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

A student who is unable to obtain the documentation listed above must contact the Financial Aid Office.

**Identity and Statement of Educational Purpose
(To Be Signed at the Institution)**

The student must appear in person at _____ to
(Foothill/De Anza College)

verify his or her identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.

In addition, the student must sign, in the presence of the institutional official, the following:

Statement of Educational Purpose

I certify that I _____ am the individual signing this
(Print Student's Name)

Statement of Educational Purpose and that the federal student financial assistance

I may receive will only be used for educational purposes and to pay the cost of attending

_____ for 2017-2018.

(Foothill/De Anza College)

(Student's Signature)

(Date)

(Student's ID Number)

Attention Students:

If you are unable to appear in person at the Financial Aid Office, please complete the next page of this form instead of this side.

**2017-2018
Identity and Statement of Educational Purpose
(To Be Signed With Notary)**

If the student is unable to appear in person at _____
(Name of Postsecondary Educational Institution)
to verify his or her identity, the student must provide:

- (a) A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver's license, other state-issued ID, or passport; and
- (b) The original notarized Statement of Educational Purpose provided below.

Statement of Educational Purpose

I certify that I _____ am the individual signing this
(Print Student's Name)
Statement of Educational Purpose and that the federal student financial assistance
I may receive will only be used for educational purposes and to pay the cost of attending
_____ for 2017-2018.
(Name of Postsecondary Educational Institution)

(Student's Signature)

(Date)

(Student's ID Number)

Notary's Certificate of Acknowledgement

State of _____

City/County of _____

On _____, before me, _____,
(Date) (Notary's name)

personally appeared, _____, and provided to me
(Printed name of signer)

on basis of satisfactory evidence of identification _____
(Type of government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal

(seal)

(Notary signature)

My commission expires on _____
(Date)