

**Name of Financial Aid Applicant** *(Please print in **Black Ink**)*

Last

First

MI

**Student ID Number:** \_\_\_\_\_

## CUYAMACA COLLEGE

### 2019-2020 DEPENDENT STUDENT VERIFICATION WORKSHEET

Your 2019–2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected.

**What you should do:**

- Fill out all sections of this form, sign it and return it to the Cuyamaca College Financial Aid Office.
- Submit all other required documents to the Cuyamaca College Financial Aid Office.
- Complete this process as soon as possible so that your financial aid will not be delayed.
- If you have any questions about filling out this worksheet, talk to someone in the Financial Aid Office.

#### Section 1 - Family Information

List below the people in your parent(s) household, include:

- Yourself
- 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.

**\*Shared living arrangement (i.e. roommate) is not the same as "support."**

**Support means: currently providing more than half of all living expenses for that person because that person listed has no means of self-support, or no one else is providing at least half of their support.**

Also, write in the name of the college for any household member, excluding your parent(s) who will be attending college at least half-time between July 1, 2019 and June 30, 2020, and will be enrolled in a degree, transfer or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship to Student	Name of College <i>(if half-time attendance or more during 2019-2020)</i>
Student Applicant		Self	Cuyamaca College

**Financial Aid Office**

900 Rancho San Diego Parkway, El Cajon, CA 92019-4369 (619) 660-4201

**Section 2 - Dependent Student's Income Information**

1. **IF YOU FILED A 2017 TAX RETURN** - Complete this section if you (the student) filed or will file a 2017 income tax return with the IRS. You must provide a 2017 IRS tax return transcript or a signed copy of your Federal tax return with all schedules to the financial aid office. **Important Note:** If you (the student) filed or will file an amended 2017 tax return, you must contact the financial aid office before completing this section.

**Check the ONE (1) box that applies TO YOU (the student):**

- ☐ Check here if you (the student) successfully used the IRS Data Retrieval Tool and transferred 2017 IRS income information into your (the student's) FAFSA and did not make any corrections to that information.
- ☐ Check here if your (the student's) 2017 IRS tax return transcript is attached to this worksheet.
- ☐ Check here if your (the student's) 2017 signed IRS tax return with all schedules is attached to this worksheet.

**SEE LAST PAGE FOR INSTRUCTIONS ON HOW TO ORDER A TAX RETURN TRANSCRIPT.**

2. **IF YOU DID NOT AND WERE NOT REQUIRED TO FILE A TAX RETURN** – Complete this section **only** if you (the student) will not file and are not required to file a 2017 income tax return with the IRS. *Note: if your nonfiling status comes into question during the verification review process, you may be required to submit a 2017 "Verification of Nonfiling Letter" from the IRS.*

**Check the ONE (1) box that applies TO YOU (the student):**

- ☐ I (the student) was not employed and had no income earned from work in 2017.
- ☐ I (the student) was employed in 2017 and have listed below the names of all the employers that I worked for in 2017, the amount earned from each employer in 2017 and have attached copies of my 2017 W-2 forms for each employer. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Student ID Number written at the top.*

Employer's Name	Total amount earned in 2017
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>

ATTACH COPIES OF YOUR 2017 W-2 FORMS FOR EACH EMPLOYER.

**Section 3 - Parent's Income Information**

(Note: If two parents were reported in Section 1 of this worksheet, the instructions and certifications below refer and apply to both parents.)

1. **FILED A 2017 TAX RETURN** - Complete this section if your parent(s) filed, or will file, a 2017 income tax return with the IRS. Parents must provide a 2017 IRS tax return transcript or a signed copy of their Federal tax return with all schedules to the financial aid office. **Important Note:** If your parent(s) filed, or will file, an amended 2017 IRS tax return, the financial aid office must be contacted before completing this section.

**Check the ONE (1) box that applies:**

- ☐ Check here if your parent(s) successfully used the IRS Data Retrieval Tool and transferred 2017 IRS income information into your (the student's) FAFSA and did not make any corrections to that information.
- ☐ Check here if a copy of your parent(s) 2017 IRS tax return transcript(s) is attached to this worksheet. If your parents filed separate tax returns, then provide a 2017 IRS tax transcript for each parent.
- ☐ Check here if a copy of your parent(s) 2017 IRS tax return with all schedules is attached to this worksheet. If your parents filed separate tax returns, then provide a 2017 IRS tax return with all schedules for each parent.

**If the parents(s) filed a joint 2017 federal return, you must also provide copies of both parent's 2017 W-2's.**

**SEE LAST PAGE FOR INSTRUCTIONS ON HOW TO ORDER A TAX RETURN TRANSCRIPT.**

2. **DID NOT AND WERE NOT REQUIRED TO FILE A 2017 TAX RETURN** - Complete this section **only** if your parent(s) will not file and were not required to file a 2017 income tax return with the IRS. **Note: you are required to attach your parent(s) 2017 "Verification of Nonfiling Letter" from the IRS to this form.**

**Check the ONE (1) box that applies:**

- ☐ Parent(s) were not employed and had no income earned from work in 2017, and attached a Verification of Nonfiling Letter from the IRS dated on or after October 1, 2018 for each parent to this worksheet.
- ☐ Parent(s) were employed in 2017 and have listed below the names of all the employers that the parents worked for in 2017, the amount earned from each employer in 2017 and have attached copies of all 2017 W-2 forms for each employer.

*Attach: a Verification of Nonfiling Letter from the IRS dated on or after October 1, 2018 for each parent, copies of all 2017 W-2 forms issued to the parent(s) by employer(s). List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Student ID Number written at the top of each page.*

Employer's Name	Employee's Name	2017 Amount Earned
<i>Suzy's Auto Body Shop (example)</i>	<i>Parent's Name</i>	<i>\$2,000.00(example)</i>

**ATTACH COPIES OF PARENT'S 2017 W-2 FORMS FOR EACH EMPLOYER**

### Section 4 - Parent's Other Information

Please indicate if you or your parents or your parents' dependents received any money or assistance in 2017 or 2018 from any of the following programs:

- ☐ Supplemental Security Income (SSI) ☐ Free or Reduced Price School Lunch
- ☐ CalWORKs/Welfare ☐ Medicaid
- ☐ WIC (Women, Infants and Children's Program) ☐ Supplemental Nutrition Assistance Program (formerly Food Stamps)

## Section 5 – Student Contact Information

Current Address: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_  
Number & Street Apt. #  
City State Zip  
EMAIL: \_\_\_\_\_

## Section 6 - Certification and Signature

By signing this worksheet we certify that all of the information reported is complete and correct. (The student and at least one parent must sign this worksheet).

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

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Signature of Applicant
Date

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Signature of Applicant's Parent/Stepparent
Date

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Signature of Applicant's Parent/Stepparent	Date
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**INCOME TAX INFORMATION**

To obtain a FREE transcript of your income tax records or W-2(s) to include with this Worksheet:

<p>Order online at: <a href="http://www.irs.gov">www.irs.gov</a> and click on “Get a tax transcript” and then “Get Transcript Online” or “Get Transcript by Mail”.</p> <p>Make sure to order a <b>tax return transcript</b> and <b><u>NOT</u></b> a tax account transcript</p>	<p>To order by mail: Complete IRS Form 4506-T, available at <a href="http://www.irs.gov">www.irs.gov</a>. Complete and mail to the address indicated on the form.</p> <p>If requesting verification of nonfiling, make sure to check box 7 on the Form 4506-T.</p> <p>If requesting transcript of W-2s, make sure to check <b><u>box 8</u></b> on the Form 4506-T.</p>
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**YOU SHOULD MAKE A COPY OF THIS WORKSHEET FOR YOUR RECORDS.**