



Lake Tahoe Community College

2019–2020 Dependent Student Verification Worksheet

Your 2019–2020 Free Application for Federal Student Aid (FAFSA) was selected by the Department of Education for review in a process called verification. The law says that before awarding Federal Student Aid, we must ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, our financial aid office staff 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. You must complete all applicable sections and sign this worksheet, attach any required documents, and submit the form and other required documents to the Financial Aid Office at Lake Tahoe Community College. LTCC may ask for additional information. If you have questions about verification, contact the LTCC Financial Aid Office at financialaid@LTCC.edu or 530-541-4660 x236 as soon as possible. We cannot award you federal financial aid until verification is complete.

A. Dependent Student's Information

Student's Last Name

Student's First Name

Student's M.I.

Student's Social Security Number

Student's Street Address (include apt. no.)

Student's Date of Birth

City

State

Zip Code

Student's Email Address

Student's Primary Phone Number (include area code)

Student's Alternate Phone Number

B. List below the people in the parents' household. Include:

- The student.
- The parents (including a stepparent or partner) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of their support from July 1, 2018 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 the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2020.

Under "College" column--for any household member who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2019 and June 30, 2020--include the name of the college. If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>	<i>LTCC</i>	

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

C. Verification of 2017 Income for Student

1. Student Tax Filers - 2017 IRS Income Tax Return Information

Important Note: The instructions below apply to the student.

Complete this section if the student filed or will file a 2017 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2017 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed. In most cases, for electronic filers, 2017 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2017 electronic IRS income tax return has been accepted by the IRS. For paper filers, it is 8-11 weeks. Contact the financial aid office if more information is needed about using the IRS DRT.

Check the box that applies:

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2017 IRS income tax return information into the student's FAFSA once the 2017 IRS income tax return has been filed.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2017 IRS Tax Return Transcript(s)**.

Obtaining a 2017 IRS Tax Return Transcript Go to www.IRS.gov and click on the "Get Your Tax Record" link and follow the prompts to either "Get Transcript Online" or "Get Transcript by Mail." Another option for obtaining a Tax Return Transcript is to call the IRS at 1-800-908-9946. Be sure to request a tax return transcript for 2017, NOT a tax account transcript.

2. Student Nontax Filers - 2017 Income Information

The instructions below apply to the student.

Complete this section if the student will not file and is not required to file a 2017 income tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2017.
- The student was employed in 2017 and has listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2/1099 form is provided. Provide copies of all 2017 IRS W-2/1099 forms issued to the student by his/her employer(s), if available. List every employer, even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	2017 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

D. Verification of 2017 Income for Parent(s)

1. Parent Tax Filers - 2017 IRS Income Tax Return Information

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2017 or had a change in marital status after the end of the 2017 tax year on December 31, 2017.

Complete this section if the parents filed or will file a 2017 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2017 IRS income tax return information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed. In most cases, for electronic filers, 2017 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2017 electronic IRS income tax return has been accepted by the IRS. For paper filers, it is 8-11 weeks. Contact the financial aid office if more information is needed about using the IRS DRT.

Check the box that applies:

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student’s FAFSA.
- The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2017 IRS income tax return information into the student’s FAFSA once the 2017 IRS income tax return has been filed.
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2017 IRS Tax Return Transcript(s)** (signature not required).

Obtaining a 2017 IRS Tax Return Transcript Go to www.IRS.gov and click on the “Get Your Tax Record” link and follow the prompts to either “Get Transcript Online” or “Get Transcript by Mail.” Another option for obtaining a Tax Return Transcript is to call the IRS at 1-800-908-9946. Be sure to request a tax return transcript for 2017, NOT a tax account transcript.

If the parents are married, living in the same household, and filed separate 2017 IRS income tax returns, 2017 IRS Tax Return Transcripts must be provided for both parents.

2. Parent Nontax Filers - 2017 Income Information

Complete this section if the parent(s) will not file and are not required to file a 2017 income tax return with the IRS.

Check all that apply:

- The parent(s) was not employed and had no income earned from work in 2017.
- The parent(s) has provided Verification of Nonfiling from the IRS (To find this document, please follow the instructions above for “Obtaining a 2017 IRS Tax Return Transcript” and provide the resulting page that indicates that no record can be found).
- The parent(s) attempted to obtain the Verification of Nonfiling from the IRS or other tax authorities and was unable to obtain the required documentation.
- The parent(s) was employed in 2017 and has listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2/1099 form is provided. Provide copies of all 2017 IRS W-2/1099 forms issued to the student [and spouse] by their employer(s), if available. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Employer’s Name	2017 Amount Earned	IRS W-2 Provided?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

E. Certification and Signature

Each person signing below certifies that all of the information reported is complete and correct.

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

We cannot accept electronic signatures. Please sign below using a pen.

If you cannot provide in-person, please

fax to 530.541.2598

or mail to

Lake Tahoe Community College

Financial Aid Office

One College Drive

South Lake Tahoe, CA 96150

Print Student's Name

Student's ID Number

Student's Signature (Required)

Date

Student Parent's Signature (Required)

Date