



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 Home Phone Number (include area code)			Student's Alternate or Cell 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, 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 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.

For any household member, excluding the parents--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>		

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. High School Completion Status

Provide one of the following documents that indicate the student’s high school completion status when the student will begin college in 2019–2020:

- A copy of the student’s high school diploma.
- A copy of the student’s final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student’s General Educational Development (GED) certificate or GED transcript.
- 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 home school (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If State law does not require a homeschooled student to obtain a secondary school completion credential for home school (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 home school setting.

F. Identity and Statement of Educational Purpose

The student must appear in person at Lake Tahoe Community College to 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
(Print Student’s Name)

individual signing this 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 Lake Tahoe Community College for 2019-2020.

(Student’s Signature and ID Number) (Date)

(School Official Signature and Title)

Note: If for some reason you are unable to be present at Lake Tahoe Community College to sign this form, you may request that an Identity and Statement of Educational Purpose Form for a Notary be sent to you. This form must be completed in the presence of a Notary, completed by the Notary, signed by the Notary and stamped with the Notary’s seal. The original, completed document must be returned to the Office of Financial Assistance. A copy of the completed form will not be accepted.

G. 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.

_____ Print Student’s Name	_____ Student’s ID Number
_____ Student’s Signature (Required)	_____ Date
_____ Student Parent’s Signature (Required)	_____ Date

Please come in to the Financial Aid Office, located in the One-Stop at LTCC, to complete this form.