



# Lake Tahoe Community College

## 2019–2020 Independent 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](mailto:financialaid@LTCC.edu) or 530-541-4660 x236 as soon as possible. We cannot award you federal financial aid until verification is complete.

### A. Independent 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 student's household. Include:

- The student.
- The student's spouse, if the student is living with their spouse.
- The student's or spouse's children, if the student or spouse will provide more than half of their support from July 1, 2019 through June 30, 2020, even if the children do not live with the student.
- Other people, if they now live with the student and the student or spouse provides 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>		

*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. Tax Filers - 2017 IRS Income Tax Return Information

Important Note: The instructions below apply to the student and spouse, if the student is living with their spouse. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2017 or had a change in marital status after the end of the 2017 tax year (December 31, 2017).

Complete this section if the student and spouse filed, or will file, a 2017 IRS income tax return. **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](http://FAFSA.gov).** In most cases, no further documentation is needed to verify 2017 IRS income tax return information that was transferred into the FAFSA using the IRS DRT. Typically, for electronic filers, 2017 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2017 tax return has been accepted by the IRS. For paper filers, the information is typically available within 8–11 weeks. Contact the financial aid office if you need help with the IRS DRT on the FAFSA.

#### 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 a **2017 IRS Tax Return Transcript(s)**.

**Obtaining a 2017 IRS Tax Return Transcript** Go to [www.IRS.gov](http://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 student and spouse filed separate 2017 IRS income tax returns, 2017 IRS Tax Return Transcripts must be provided for both.**

### 2. Nontax Filers - 2017 Income Information

The instructions and certifications below apply to the student and spouse, if the student is living with their spouse. Complete this section if the student and spouse will not file and are not required to file a 2017 income tax return with the IRS.

#### Check all that apply:

- The student [and/or spouse, if applicable] was not employed and had no income earned from work in 2017.
- The student [and spouse] 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 student [and spouse] attempted to obtain the Verification of Nonfiling from the IRS or other tax authorities and was unable to obtain the required documentation.
- The student [and/or spouse] 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>

**D. 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
_____	_____
Spouse's Signature (Optional)	Date

**Please email this completed form to:**  
**[FinancialAid@LTCC.edu](mailto:FinancialAid@LTCC.edu) or fax to 530.541.2598**  
*or mail to*  
**Lake Tahoe Community College**  
**Financial Aid Office**  
**One College Drive, South Lake Tahoe, CA 96150**