



OFFICE OF FINANCIAL AID
AND SCHOLARSHIPS

2017–2018 V1 – DEPENDENT STANDARD VERIFICATION

(Summer Term 2017 – Spring Term 2018)

Student Last Name	Student First Name	M.I.	Date of Birth
Mailing Address (Apt #)	City/State	Zip	Phone
Student ID#	CCC Student Email @student.clackamas.edu		Previous/Maiden Name

A. Number in Household and Number in College (READ DIRECTIONS BEFORE COMPLETING):

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

- The student (yourself).
- The parents (including a stepparent), even if the student does not live with the parents.
- The parents' other children, if the parents will provide more than half of their support from July 1, 2017 through June 30, 2018 or if the other children would be required to provide parental information if they were completing a FAFSA for 2017–2018. 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, 2018.
- 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, 2017 and June 30, 2018, include the name of the college.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time? (Yes or No)
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Clackamas Community College</i>	
		<i>Self</i>		

Certification and Signatures

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

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

Student's Signature

Date

Parent's Signature

Date

Fax, e-mail, mail, or return this form in person to:

Office of Financial Aid and Scholarships · Roger Rook Hall · 19600 Molalla Avenue Oregon City OR 97045

Phone: 503-594-6100 Fax: 503-722-5864 · e-mail: finaid@clackamas.edu

www.clackamas.edu



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STUDENT SECTION

Student ID # _____

Did the student file, or will file, a 2015 IRS Income Tax Return?

If yes, complete section B, and then go to page 3; leave section C blank

If no, complete section C, and then go to page 3; leave section B blank

B. Verification of 2015 IRS Income Tax Return Information for Student Tax Filers

Complete this section if the student filed or will file a 2015 IRS income tax return.

Check the box that applies:

☐ The student has used the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA. **Now go to page 3.**

☐ The student is unable or chooses not to use the IRS Data Retrieval Tool in *FAFSA on the Web*, and instead will provide the school a **2015 IRS Tax Return Transcript(s)**.

_____ Check here if a **2015 IRS Tax Return Transcript(s)** is provided.

_____ Check here if a **2015 IRS Tax Return Transcript(s)** will be provided later. We cannot offer you financial aid until all documentation is received.

To obtain a 2015 IRS Tax Return Transcript, Go to www.irs.gov, under the Tools heading on the IRS homepage, click "Get a tax transcript" and follow the instructions to request the transcript in the method you prefer. Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."

Now go to page 3. Do not complete section C below.

C. Verification of 2015 Income Information for Student Nontax Filers

Complete this section if the student did not file and is not required to file a 2015 IRS income tax return.

Check the one box that applies to your situation:

☐ The student was not employed and had no income earned from work in 2015.

☐ The student was employed in 2015, but was not required to file an IRS income tax return.

- Complete the box below by listing names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form was provided. 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.
- Attach a copy of each W-2 form received.

Employer's Name	2015 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

Now go to page 3.



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PARENT SECTION

Student ID # _____

Did the parent(s) file, or will file, a 2015 IRS Income Tax Return?

If yes, complete section D and leave section E blank

If no, complete section E and leave section D blank

D. Verification of 2015 IRS Income Tax Return Information for Parent Tax Filers

Complete this section if the parent(s) filed or will file a 2015 IRS income tax return.

Check the box that applies:

☐ The parent(s) has used the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA. **You have completed this form; do not complete section E below.**

☐ The parent(s) is unable or chooses not to use the IRS Data Retrieval Tool in *FAFSA on the Web*, and instead will provide the school a **2015 IRS Tax Return Transcript(s)**.

_____ Check here if a **2015 IRS Tax Return Transcript(s)** is provided.

_____ Check here if a **2015 IRS Tax Return Transcript(s)** will be provided later. We cannot offer you financial aid until all documentation is received.

To obtain a 2015 IRS Tax Return Transcript, Go to www.irs.gov, under the Tools heading on the IRS homepage, click "Get a tax transcript" and follow the instructions to request the transcript in the method you prefer. Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."

You have completed this form; do not complete section E below.

E. Verification of 2015 Income Information for Parent Nontax Filers

Complete this section if the parent(s) did not file and is not required to file a 2015 IRS income tax return.

Check the one box that applies to your situation:

☐ The parent(s) was not employed and had no income earned from work in 2015.

☐ The parent(s) was employed in 2015, but was not required to file an IRS income tax return.

- Complete the box below by listing names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form was provided. 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.
- Attach a copy of each W-2 form received.

Employer's Name	2015 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

Fax, e-mail, mail, or return this form in person to:

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Verification Policy

Verification is a process that compares the information you reported on your FAFSA to federal income tax and other information to verify that your FAFSA information is correct. FAFSA applications may be selected for verification by the US Department of Education or by Clackamas Community College.

If you are selected for verification, Clackamas Community College will request documentation from you necessary to complete the verification. Verification must be completed before a financial aid package can be created for you.

To be eligible for most types of financial aid, verification must be completed before the end of the term for which you are applying for financial aid so the financial aid offer can be created, accepted and loans originated with the US Department of Education. However, if you are eligible for the Federal Pell Grant, the deadline for completing verification for the Federal Pell Grant only is 120 days after the end of the term for which you are applying for financial aid. There is a final deadline for Pell grant payments in September, 2018 that has not been published by the US Department of Education at the time of this publication. Contact the Financial Aid Office if you need this final deadline. Failure to submit all verification materials by these deadlines will result in no financial aid being awarded to you and you will be responsible for any balance incurred at CCC.

To ensure timely disbursement of your financial aid, we recommend that you submit all documentation to us as early as possible, but no later than the following dates:

Term	Recommended Deadline	Term	Recommended Deadline
Summer Term 2017	April 3, 2017	Winter Term 2018	September 25, 2017
Fall Term 2017	June 26, 2017	Spring Term 2018	January 8, 2018

Once the Financial Aid Office has all necessary documents to complete verification, we will make correct any estimated or erroneous information on the FAFSA electronically on your behalf. You will receive notice from the FAFSA process that a change has been made. If verification results in a change to any existing financial aid, CCC will notify you of the change via email to your official CCC student email account.

The CCC Financial Aid Office is required to report to the US Department of Education Office of Inspector General any suspicions of fraud, misrepresentation or altered documentation used by a student or parent in an effort to fraudulently obtain federal funds. Additionally, students may be referred to the CCC student conduct system for consideration of any alleged fraud, misrepresentation or altered documentation.

If you have unique tax situations such as having a current extension to file your 2015 taxes, you filed an amended 2015 tax return, you are a victim of IRS tax-related identify theft that impacted your 2015 taxes or you file a tax return in a country other than the US, please contact our office at finaid@clackamas.edu for additional guidance.