



2018–2019 V1 – DEPENDENT STANDARD VERIFICATION
(Summer Term 2018 – Spring Term 2019)

Student Last Name	Student First Name	M.I.
Student ID#	Date of Birth	

A. Number in Household and Number in College (Please read below before completing Section A):

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, 2018 through June 30, 2019 or if the other children would be required to provide parental information if they were completing a FAFSA for 2018–2019. 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, 2019.
- 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, 2018 and June 30, 2019, include the name of the college.

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

Check your myClackamas account for all financial aid correspondence and your Award Letter.

Secure submission of documents can be completed in person, by mail, or fax to:

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

Phone: 503-594-6082 · Fax: 503-722-5864 · e-mail: finaid@clackamas.edu · www.clackamas.edu

**STUDENT SECTION**

Student ID # _____

Did the student file, or will file, a 2016 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 2016 IRS Income Tax Return Information for Student Tax Filers**

Check the box that applies:

- Student (and spouse) filed a 2016 Federal Tax Return and either used the IRS Data Retrieval Tool or will be using the IRS Data Retrieval Tool to transfer IRS information to the FAFSA.
- Student (and spouse) filed a 2016 Federal Tax Return but unable or chose not to use the IRS Data Retrieval Tool in FAFSA and have attached; or will submit separately, a 2016 Federal Tax Return Transcript.

To obtain a 2016 IRS Tax Return Transcript, Go to www.irs.gov and click on the "Get Your Tax Record" button on the IRS homepage 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 2016 Income Information for Student Nontax Filers**

Check the one box that applies to your situation:

- Student was not employed and had no income earned from work in 2016.
- Student was employed in 2016, 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 2016, 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 or IRS Wage and Income Transcript.

Employer's Name	2016 Amount Earned	IRS W-2 Provided?
<i>Mabel's Dog Grooming and Spa (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 2016 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 2016 IRS Income Tax Return Information for Parent Tax Filers**

Check the box that applies:

- Parent(s) filed a 2016 Federal Tax Return and either used the IRS Data Retrieval Tool or will be using the IRS Data Retrieval Tool to transfer IRS information to the FAFSA.
- Parent(s) filed a 2016 Federal Tax Return but unable or chose not to use the IRS Data Retrieval Tool in FAFSA and have attached; or will submit separately, a 2016 Federal Tax Return Transcript.

To obtain a 2016 IRS Tax Return Transcript, Go to www.irs.gov and click on the "Get Your Tax Record" button 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."

Do not complete section E below.**E. Verification of 2016 Income Information for Parent Nontax Filers**

Step 1: All non-tax filers must attach a copy of their Verification of Non-filing Letter, obtained from the IRS, documenting that you did not file an IRS income tax return in 2016. The letter may be obtained by completing IRS Form 4506-T (check box 7) or 4506-T-EZ available at www.irs.gov. Go to Step 2.

Step 2: Check the one box that applies to your situation:

- Parent(s) was not employed and had no income earned from work in 2016.
- Parent(s) was employed in 2016, 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 2016, 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 or IRS Wage and Income Transcript.

Employer's Name	2016 Amount Earned	IRS W-2 Provided?
<i>Mabel's Dog Grooming (example)</i>	<i>\$2,000.00</i>	<i>Yes</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 Signature_____
Date_____
Parent Signature_____
Date

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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, 2019 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 2018	April 16, 2018	Winter Term 2019	September 24, 2018
Fall Term 2018	June 25, 2018	Spring Term 2019	January 7, 2019

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 2016 taxes, you filed an amended 2016 tax return, you are a victim of IRS tax-related identify theft that impacted your 2016 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.