

Your FAFSA application has been selected for a process called verification. Please complete all parts of this worksheet and return to the Financial Aid Office. Notice: incomplete forms may delay processing.

<b>A. Student Information</b>		
Student's Name: _____	Date of Birth _____	CCC ID: _____

<b>B. Household Information</b> – List the members in your parents' household. Attach an additional sheet if necessary.					
Please include: yourself, even if you don't live with your parents, your parents/step-parent (if your parent is remarried you must include your step-parent), your parents' other children (even if they do not live with your parents), siblings, and individuals who will receive more than half of their support from your parents between July 1, 2019 and June 30, 2020.					
Full Name	Relationship to Student	Age	Enrolled in College at least half-time (check one)		College
	Self		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Clackamas Community College
	Parent/Step parent		[This does not apply to parent/step parent]		
	Parent/Step parent		[This does not apply to parent/step parent]		
	Sibling/Other: _____		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Sibling/Other: _____		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Sibling/Other: _____		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

<b>C. Tell us about your 2017 tax filing status –</b>																																				
<b>Student's Filing Status (select only one)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> I filed my 2017 return and successfully used the IRS Data Retrieval Tool via the FAFSA. <b>Tax transcript not required.</b></li> <li><input type="checkbox"/> I filed my 2017 return and chose not to or, I am unable to use the IRS Data Retrieval Tool. <b>Submit your 2017 IRS Tax Return Transcript.</b></li> <li><input type="checkbox"/> I amended my taxes after originally filing my 2017 return and will submit: <ul style="list-style-type: none"> <li><input type="checkbox"/> 2017 IRS Tax Return Transcript</li> <li><input type="checkbox"/> 2017 Signed IRS 1040X form</li> </ul> </li> <li><input type="checkbox"/> I did not and I am not required to file a federal tax return. I was not employed and earned no income from work in 2017.</li> <li><input type="checkbox"/> I did not and I am not required to file a federal tax return. In 2017, I earned income from the source(s) listed below: <b>Submit 2017 IRS Verification of Non-filing Letter*</b></li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 30%;">Employer's Name</th> <th style="width: 15%;">2017 Earned Amount</th> <th colspan="2" style="width: 55%;">IRS W-2/1099 Attached</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td> </td> <td> </td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td> </td> <td> </td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </tbody> </table>		Employer's Name	2017 Earned Amount	IRS W-2/1099 Attached				<input type="checkbox"/> Yes	<input type="checkbox"/> No			<input type="checkbox"/> Yes	<input type="checkbox"/> No			<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Parent(s) Filing Status (select only one)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> My parent(s) filed their 2017 return and successfully used the IRS Data Retrieval Tool via the FAFSA. <b>Tax transcript not required.</b></li> <li><input type="checkbox"/> My parent(s) filed their 2017 tax return and chose not to or, were not able to use the IRS Data Retrieval Tool. <b>Submit parent's 2017 IRS Tax Return Transcript.</b></li> <li><input type="checkbox"/> My parent(s) amended their taxes after originally filing their return and will submit: <ul style="list-style-type: none"> <li><input type="checkbox"/> 2017 IRS Tax Return Transcript</li> <li><input type="checkbox"/> 2017 Signed IRS 1040X form</li> </ul> </li> <li><input type="checkbox"/> My parent(s) did not and is/are not required to file a federal tax return. My parent(s) were not employed and earned no income from work in 2017. <b>Submit 2017 IRS Verification of Non-filing Letter</b></li> <li><input type="checkbox"/> My parent(s) did not and is/are not required to file a federal tax return. In 2017, my parent(s) income from the source(s) listed below: <b>Submit 2017 IRS Verification of Non-filing Letter</b></li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 30%;">Employer's Name</th> <th style="width: 15%;">2017 Earned Amount</th> <th colspan="2" style="width: 55%;">IRS W-2/1099 Attached</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td> </td> <td> </td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td> </td> <td> </td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </tbody> </table>			Employer's Name	2017 Earned Amount	IRS W-2/1099 Attached				<input type="checkbox"/> Yes	<input type="checkbox"/> No			<input type="checkbox"/> Yes	<input type="checkbox"/> No			<input type="checkbox"/> Yes	<input type="checkbox"/> No
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*IRS Verification of Non-Filing Letters can be requested online or by checking box 7 and 8 (if no W-2s provided) on <a href="#">IRS Form 4506-T</a> . Notice: 2017 IRS Verification of Non-Filing Letters must be dated on or after October 1, 2018.																																				

<b>D. Certification and Signatures</b> – Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date. Warning! If you purposely give false or misleading information you may be fined, sentenced to jail, or both.	
Student Signature: _____	Date: _____
Parent Signature: _____	Date: _____

**This worksheet must be signed and dated to be valid. Electronic and/or digital signatures are not valid.**

Verification is a process that compares the information you reported on your FAFSA to federal income tax and other information. It is important to know that your selection for verification does not necessarily mean that there is incorrect information on your FAFSA. The Department of Education selects students for verification randomly, and schools like Clackamas Community College (CCC) are required to complete the review before awarding financial aid.

If you are selected for verification, CCC will request documentation from you necessary to complete the verification process.

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 2020 that has not been published by the US Department of Education at the time of this publication. 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. See Financial Aid Deadlines Calendar.

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 2019	April 15, 2019	Winter Term 2020	September 30, 2019
Fall Term 2019	June 24, 2019	Spring Term 2020	January 6, 2020

Verification begins with our office collecting a few forms and tax documents from you, and possibly your family, to confirm the information reported on your FAFSA. All information collected by our office is stored electronically with restricted access to ensure your information is private and secure throughout the review process.

As we continue the process, our staff may need additional or follow-up information from you. This is normal and may simply be the result of unclear or conflicting information that requires resolution. Because each student is unique, we never know exactly what each verification will entail until we begin reviewing your documents. These requests are made through Self-Service and your myClackamas student email, so please check your account frequently.

If you have unique tax situations such as having a current extension to file your 2017 taxes, you filed an amended 2017 tax return, you are a victim of IRS tax-related identify theft that impacted your 2017 taxes or you file a tax return in a country other than the US, please contact our office at [finaid@clackamas.edu](mailto:finaid@clackamas.edu) for additional guidance.

To obtain a copy of your **Tax Return Transcript** or **Verification of Non-Filing Letter** go to [www.IRS.gov](http://www.IRS.gov)  
 If you are having issues with this process contact us at [finaid@clackamas.edu](mailto:finaid@clackamas.edu) for other options.