



Feather River College – Financial Aid Office
2016-2017 Independent V1 Standard Verification Worksheet

Student Name: _____ FRC ID: _____

You have been selected for a process called Verification. Please complete ALL parts of this worksheet and return it to the Financial Aid office. Incomplete packets will not be processed.

VERIFICATION OF HOUSEHOLD SIZE AND NUMBER IN COLLEGE

Independent Student’s Family Information

1. **List yourself below:**

Full Name	Age	Name of College
		Feather River College

2. **List your spouse if married:**

Full Name	Age	Name of College

Read Carefully:

3. **List yours or spouse’s children** if the student or spouse will provide more than half of their support from July 1, 2016, through June 30, 2017, even if the children do not live with the student.

Full Name	Age	Relationship to Student	Name of College

4. **Include other people only 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, 2017.

Full Name	Age	Relationship to Student

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.



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VERIFICATION OF INCOME

Part of your verification process is to verify the income earned by both you and your spouse. For instructions on how to use the IRS Data Retrieval Tool or request a Tax Return Transcript please see the last page of this form.

TAX RETURN FILERS - Check box 1, 2, or 3 which applies to you:

1. **IRS DATA RETRIEVAL TOOL.** I, the student and/or spouse, have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer my 2015 IRS income information into my FAFSA.
2. **WILL USE DATA RETRIEVAL TOOL.** I, the student and/or spouse, have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2015 IRS income information into my FAFSA. *The Financial Aid office cannot complete the verification process until the IRS information has been transferred into the FAFSA.*
3. **TAX RETURN TRANSCRIPT.** I, the student and/or spouse, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will submit to the school a 2015 IRS tax return transcript—not a photocopy of the income tax return.
 - Check here if your IRS tax return transcript is attached to this worksheet.
 - Check here if your IRS tax return transcript will be submitted to the Financial Aid office later. *Verification cannot be completed until the IRS tax return transcript has been submitted to the Financial Aid office.*

TAX RETURN NON-FILERS – DO NOT COMPLETE IF YOU COMPLETED “TAX RETURN FILERS” SECTION ABOVE

Complete this section if the student will not file and is not required to file a 2015 income tax return with the IRS. **Note: If the student and/or spouse did not, or was not required to file a federal tax return then the Independent Low Earned Income Verification Form must be completed and submitted along with this verification form. Forms are located on the web at www.frc.edu/financialaid/forms.**

Check either box 1 or 2 which applies to you:

1. I, the student and/or spouse, was not employed and had no income earned from work in 2015.
2. I, the student and/or spouse, was employed in 2015 and have listed below the names of all my employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. **You MUST attach copies of all 2015 IRS W-2 forms issued by employers.** List every employer even if they did not issue an IRS W-2 form.

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

Certification and Signatures

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

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

Student Signature: _____ Date _____

Spouse Signature: _____ Date _____
(Optional)

**THIS WORKSHEET MUST BE SIGNED AND DATED TO BE VALID.
 ELECTRONIC AND/OR DIGITAL SIGNATURES ARE NOT VALID**



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How to use the IRS Data Retrieval Tool

The best way to verify tax return information is by using the IRS Data Retrieval Tool which is part of the FAFSA on the Web application. If the student or parent(s) have not already used the tool,

- Go to www.fafsa.gov
- Login to the student's FAFSA record using their **FSA ID** (<https://fsaid.ed.gov/npas/index.htm>)
- Select "Make FAFSA Corrections" and then enter a "Save Key"
- Navigate to the Financial Information section of the form
- From there, follow the on-screen instructions to determine if the student or parent(s) can use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the student's FAFSA.
 - o If you're eligible to use the tool you will see a button that says **LINK TO IRS**
- If you click the "LINK TO IRS" button you will be redirected to the Internal Revenue Service web site. For parent's, you must enter the parent's FSA ID before clicking on the "Link to IRS" button.
 - o Generally most, if not all, of the following fields' information is populated into the corresponding fields based on the answers reported on the FAFSA: *First Name, Last Name, Social Security Number, Date of Birth and filing status*. However, if this information is not pre-populated you will need to enter it.
 - o Enter your address (*must match your 2015 Federal Income Tax Return*), city, state and zip code. Click "Submit" in the bottom right corner of the page.
- The tax data will be presented in a table showing "My Tax Information" in the center column and "FAFSA Question Numbers" in the right column.
- To transfer the data, click in the box to place a checkmark under "Transfer My Tax Information into the FAFSA" section and then click the "Transfer Now" button.
- Once you have transferred the data back into the FAFSA you will need to finish completing the application. At the end of the application you need to make sure you, and your parent (if applicable), sign your FAFSA using your FSA ID.
DO NOT click "SAVE" and EXIT the application as you still need to finish the rest of the application.

NOTE: Please allow 2-3 weeks after return submission if you filed electronically and, allow 6-8 weeks after you mailed your return if you filed on paper. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.

How to Request an IRS Tax Return Transcript

You can get a transcript by mail to view your tax account transactions or line-by-line tax return information for a specific tax year. The method you used to file your return and whether you have a refund or balance due, affects your [current year transcript availability](#).

To use [Get Transcript by Mail](#), you need your Social Security number (SSN) or your Individual Tax Identification Number (ITIN), date of birth, and address from your latest tax return.

1. Go to <https://www.irs.gov/Individuals/Get-Transcript> and click on the "Get Transcript by Mail" icon (shown below) or simply click on the icon to go directly to the web page and begin the process. Please Note: **Be sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."**



- Transcripts arrive in 5 to 10 calendar days at the address the IRS has on file for you.
- The IRS **never** sends email requesting that you obtain or access your transcripts. If you receive such an email, please forward it to the IRS fraud group at phishing@irs.gov.

Please allow 2-3 weeks after return submission if you filed electronically and, allow 6-8 weeks after you mailed your return if you filed on paper.