



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. Note: Incomplete forms may delay processing time.

**VERIFICATION OF HOUSEHOLD SIZE AND NUMBER IN COLLEGE**

**Dependent Student’s Family Information**

1. **List yourself below:**

Full Name	Age	Name of College
		Feather River College

2. **List your parent(s) below, including stepparent:** If your parents are separated or divorced, include only the parent/stepparent whose information you were required to provide on the financial aid application.

Full Name	Age	Relationship to Student

**Read Carefully:**

3. **List your parents’ other children below if your 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, even if they don’t live with your parent(s).**

Full Name	Age	Relationship to Student	Name of College

4. **Include other people only if they live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2017 through June 30, 2018.**

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.



**VERIFICATION OF SNAP BENEFITS**

Part of your verification process is to verify if any person in your parent(s) household received Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) at any time during the 2015 or 2016 calendar years. Please complete either Section A or Section B.

**Section A**

One of the persons in your parent(s) household received SNAP (food stamp) benefits in 2015 or 2016. If asked by the Financial Aid office, I will provide documentation of the receipt of SNAP benefits during 2015 and/or 2016.

Name of the person who received benefits: \_\_\_\_\_

Relationship to the student: \_\_\_\_\_

Year Benefits were received:     2015                       2016

**Section B**

Nobody in my parent(s) household received SNAP (food stamp) benefits in 2015 or 2016.

**VERIFICATION OF CHILD SUPPORT PAID**

Part of your verification process is to verify if any person in your parent(s) household paid child support during the 2015 calendar year. Please complete either Section A or Section B.

**Section A**

One of the parents included in the household or the student paid child support in 2015. List below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2015 for each child.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Age of Child for Whom Support Was Paid	Amount of Child Support Paid in 2015

**Section B**

Nobody in my parent(s) household paid child support during 2015.



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## **VERIFICATION OF INCOME**

Part of your verification process is to verify the income earned by both you and your parent(s). Section A needs to be completed by the student and section B needs to be completed by the parent. For instructions on how to use the IRS Data Retrieval Tool or request a Tax Return Transcript please see last page of this form.

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### **Section A – Dependent STUDENT’S Income Information to Be Verified**

#### **TAX RETURN FILERS - Complete this section IF you “Filed” a 2015 Tax Return**

Check box 1, 2, or 3 which applies to you:

1.  **IRS DATA RETRIEVAL TOOL.** I, the student, 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, 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, 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.*



**DO NOT COMPLETE THIS PAGE (NON-TAX RETURN FILERS SECTION)**  
**IF YOU COMPLETED THE “TAX RETURN FILERS” SECTION (ON PREVIOUS PAGE)**

**NON-TAX RETURN FILERS** –

Complete this section if the student **WILL NOT FILE AND IS/ARE NOT REQUIRED** to file a **2015** income tax return with the IRS. **Students that will not file a 2015 income tax return MUST provide an IRS Verification of Non-Filing Letter.**

Check either box 1 or 2 that applies to you:

1.  I, the student, was not employed and had no income earned from work in **2015**. The student must provide a copy of an IRS Verification of Non-Filing Letter which can be obtained from the IRS by checking box #7 on IRS [Form 4506-T](https://www.irs.gov/pub/irs-pdf/f4506t.pdf) which can be found on the IRS website at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
  
2.  I, the student, was employed in **2015** and has **(1)** 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 to the student by their employer(s).** List every employer even if they did not issue an IRS W-2 form. **(2)** The student will provide a copy of an IRS Verification of Non-Filing Letter. **(3)** If no W-2’s can be provided a “Wage & Income Transcript” is required. These can be obtained from the IRS by checking box #7 & #8 (if no W-2’s provided) on the IRS [Form 4506-T](https://www.irs.gov/pub/irs-pdf/f4506t.pdf) which can be found on the IRS website at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>. **Note: this document MUST be dated on or after October 1, 2016.**

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>



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**Section B – PARENT’S Income Information to Be Verified**

**TAX RETURN FILERS** – Complete this section **IF** your parent(s) “Filed” a 2015 Tax Return

Check box 1, 2, or 3 which applies to you:

1.  **IRS DATA RETRIEVAL TOOL.** I, the parent(s), have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer my **2015** IRS income information into the student’s FAFSA.
  
2.  **WILL USE DATA RETRIEVAL TOOL.** I, the parent(s), 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 the student’s 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 parent(s), 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. **NOTE: If parents filed separate 2015 IRS income tax returns, 2015 IRS Tax Return Transcripts must be provided for both parents.**

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.*



**DO NOT COMPLETE THIS PAGE (NON-TAX RETURN FILERS SECTION)**  
**IF YOU COMPLETED THE “TAX RETURN FILERS” SECTION (ON PREVIOUS PAGE)**

**NON-TAX RETURN FILERS** –

Complete this section if the parent(s) **WILL NOT FILE AND IS/ARE NOT REQUIRED** to file a **2015** income tax return with the IRS. **Parents that will not file a 2015 income tax return MUST provide an IRS Verification of Non-Filing Letter.** In addition, if the parent(s) did not, or were not required to file a federal tax return then the Dependent Low Income Verification Form must also be completed and submitted along with this verification form. Forms are located on the web at [www.frc.edu/financialaid/forms](http://www.frc.edu/financialaid/forms).

Check either box 1 or 2 that applies to you:

1.  I, the parent, was not employed and had no income earned from work in **2015**. The parent must provide a copy of an IRS Verification of Non-Filing Letter which can be obtained from the IRS by checking box #7 on IRS [Form 4506-T](https://www.irs.gov/pub/irs-pdf/f4506t.pdf) which can be found on the IRS website at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
  
2.  I, the parent, was employed in **2015** and has **(1)** 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 to the parent(s) by their employer(s)**]. List every employer even if they did not issue an IRS W-2 form. **(2)** The parent will provide a copy of an IRS Verification of Non-Filing Letter. **(3)** If no W-2’s can be provided, a “Wage & Income Transcript” is required. These can be obtained from the IRS by checking box #7 & #8 (if no W-2’s provided) on the IRS [Form 4506-T](https://www.irs.gov/pub/irs-pdf/f4506t.pdf) which can be found on the IRS website at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>. **Note: this document MUST be dated on or after October 1, 2016.**

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>



**SECTION C – Certification and Signatures**

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, be 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**



## 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](http://www.fafsa.gov)
- Login to the student's FAFSA record using their [FSA ID \(https://fsaid.ed.gov/npas/index.htm\)](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 
- 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.**


## 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 the [Get Transcript by MAIL service](#), you need the following: **1)** your Social Security number (SSN) or Individual Tax Identification Number (ITIN), **2)** date of birth, and **3)** mailing address from your latest tax return.

- Go to <https://www.irs.gov/Individuals/Get-Transcript> and click on the "Get Transcript by Mail" icon or simply click on the icon to the right 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"**

  - o Transcripts arrive in 5 to 10 calendar days at the address the IRS has on file for you.
  - o 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](mailto:phishing@irs.gov).

To use the [Get Transcript ONLINE](#) service you need the following: **1)** your SSN, date of birth, filing status and mailing address from your latest tax return, **2)** access to your email account, **3)** your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and **4)** a mobile phone with your name on the account.

1. Go to <https://www.irs.gov/Individuals/Get-Transcript> and click on the "Get Transcript ONLINE" icon or simply click on the icon to the right 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"**

  - o If successful in account setup, you will be able to download/print your Tax Return Transcript.