



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

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 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 the last page of this form.

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>



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.

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](#) 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](#). 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



DO NOT COMPLETE THIS FORM IN ADVANCE

Identity and Statement of Educational Purpose

(To Be Signed at the Institution)

If the student *must appear in person* at: _____
(Name of Postsecondary Educational Institution)

to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

Identity and Statement of Educational Purpose

(To Be Signed in the Presence of a Notary)

If the student *is unable to appear in person* at: _____
(Name of Postsecondary Educational Institution)

to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of
(Print Student's Name)

Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending

_____ for 2017-2018.
(Name of Postsecondary Educational Institution)

(Student's Signature)

(Date)

(Student's ID Number)

***** FOR OFFICE USE ONLY *****

Copy of ID for student file (original was presented to Financial Aid staff member) ID Type: _____

Staff Name: _____ Staff Signature: _____ Date: _____



Notary's Certificate of Acknowledgement

State of _____ City/County of _____

On _____, before me, _____, personally appeared,
(Date) (Notary's name)

_____, and provided to me on basis of satisfactory
(Printed name of signer)

Evidence of identification _____ to be the above-named
(Type of government-issued photo ID provided)

person who signed the foregoing instrument.

WITNESS my hand and official seal

(Seal)

(Notary Signature)

My commission expires on _____

HIGH SCHOOL COMPLETION STATUS

Provide **ONE** of the following documents that indicate the student's high school completion status when the student will begin college in 2017-2018:

NOTE: A high school certificate of completion is not acceptable. Students must meet their state's graduation requirements in order to qualify for financial aid.

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student's General Educational Development (GED) certificate or GED transcript.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

If the student is unable to obtain the documentation listed above, he or she must contact the Financial Aid Office.

***** FOR OFFICE USE ONLY *****

- Acceptable documentation in file
- Type: _____
- Notes: _____

Processed by Date



HOW TO USE THE IRS DATA RETRIEVAL TOOL

PLEASE BE ADVISED THAT THE IRS DATA RETRIEVAL TOOL (DRT) IS UNAVAILABLE UNTIL FURTHER NOTICE. Unless you were able to successfully use the DRT *prior* to it becoming unavailable on March 7, you must provide our office with your (*and your parent's, if applicable*) 2015 Tax Return Transcript using one of the options listed below.

HOW TO REQUEST AN IRS TAX RETURN TRANSCRIPT

You can get a transcript online or 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”**
 - 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.



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



You can also order a Tax Return Transcript by [phone](#). To order by phone, call 800-908-9946 and follow the prompts.