



**Financial Aid Office**

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Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. **Your school may ask for additional information if your verification status changes.**

**A. Student Information**

<hr/> <b>Student's Last Name</b>	<hr/> <b>First Name</b>	<hr/> <b>M.I.</b>	<hr/> <b>Student's Identification (ID) Number</b>
<hr/> <b>Student's Street Address (include apt. #)</b>			<hr/> <b>Student's Date of Birth</b>
<hr/> <b>City, State, Zip Code</b>			<hr/> <b>E-mail Address</b>
<hr/> <b>Student's Home Phone Number</b>			<hr/> <b>Student's Alternate or Cell Phone Number</b>

**B. Dependent Student Family Information**

List below the people in the parent's household. Include:

- The student (**yourself**)
- The parents (including a step-parent) 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, 2019 through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019-2020. 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, 2020.

*For any household member 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, 2019 and June 30, 2020 include the name of the college. If more space is needed, provide a separate page with the student's name and ID number at the top.*

Full Name	Age	Relationship	College	Enrollment Status: Half-time (6 units) or more (Yes or No)
		<i>Self</i>	<i>SCC/SAC</i>	<i>Yes</i>

*Note: We may require additional documentation if we have reason to believe that the information regarding the household members including members enrolled in eligible postsecondary educational institutions is inaccurate.*

**C. Dependent Student Income Information to Be Verified – Answer Section 1 OR Section 2**

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**1. STUDENT TAX RETURN FILER - Important Note: The instructions below apply to the student.**

**INSTRUCTIONS:** Complete this section if the student **filed or will file** a 2017 IRS income tax return(s). The best way to verify income is by using the *IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov)*. In most cases, no further documentation is needed to verify 2017 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed. Acceptable documentation includes a SIGNED copy of the 2017 1040 Tax Return OR a 2017 IRS Tax Return Transcript. A 2017 IRS Tax Return Transcript may be obtained through the following:

- Online Request – Go to [www.IRS.gov](http://www.IRS.gov), under the Tools heading on the IRS homepage, click “Get Transcript of Your Tax Records.” Click “Get Transcript ONLINE” or “Get Transcript by MAIL.” Make sure to request the **“IRS Tax Return Transcript”** and **NOT** the “IRS Tax Account Transcript.”
- Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

**Check the box that applies:**

- The student **has used** the IRS DRT in FAFSA on the Web to *transfer 2017 IRS income tax return information* into the student's FAFSA.
- The student **has not yet used** the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2017 IRS income tax return information into the student's FAFSA once the 2017 IRS income tax return has **been filed**.
- The student is **unable or chooses not to use** the IRS DRT in *FAFSA on the Web*, and instead ***will provide the school a 2017 Tax Return or 2017 IRS Tax Return Transcript(s)***.
- Check here if a **SIGNED 2017 TAX RETURN OR IRS TAX TRANSCRIPT(S) IS PROVIDED.**
- Check here if a **SIGNED 2017 TAX RETURN OR IRS TAX TRANSCRIPTS(S) WILL BE PROVIDED LATER.**
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**2. STUDENT NON-FILERS ONLY – The instructions and certifications below apply to the student. Complete this section only if the student will not file and is not required to file a 2017 income tax return with the IRS.**

**Check the box that applies:**

- The student was **NOT** employed and had **no income earned from work in 2017**.
- The student **was** employed in 2017 and has listed their information below. **Provide copies of all 2017 IRS W-2 forms issued to the student.** 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 students name and ID number at the top.

Employer's Name	2017 Amount Earned	IRS W-2 Provided?
<i>John's Auto Shop (example)</i>	<i>\$ 2,000 (example)</i>	<i>Yes (example)</i>

**D. Parents Income Information to Be Verified. Answer Section 1 OR Section 2**

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**1. PARENT TAX RETURN FILERS – IMPORTANT NOTE:** The instructions below apply to each parent included in the household. Notify the Financial Aid Office if the parents filed separate IRS income tax returns for 2017 or had a change in marital status after December 31, 2017.

**INSTRUCTIONS:** Complete this section if the parents **filed or will file a 2017 IRS Income Tax Return(s)**. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2017 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed. Acceptable documentation includes a SIGNED copy of the 2017 1040 Tax Return OR a 2017 IRS Tax Return Transcript. A 2017 IRS Tax Return Transcript may be obtained through the following:

- Online Request – Go to [www.IRS.gov](http://www.IRS.gov), under the Tools heading on the IRS homepage, click “Get Transcript of Your Tax Records.” Click “Get Transcript ONLINE” or “Get Transcript by MAIL.” Make sure to request the **“IRS Tax Return Transcript”** and **NOT** the “IRS Tax Account Transcript.”
- Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

**Check the box that applies:**

- The parents **have used** the IRS DRT in FAFSA on the Web to *transfer 2017 IRS income tax return information* into the student's FAFSA.
- The parents **have not yet used** the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2017 IRS income tax return information into the student's FAFSA once the 2017 IRS income tax return has **been filed**.
- The parents are **unable or chooses not to use** the IRS DRT in *FAFSA on the Web*, and instead ***will provide the school a signed 2017 Tax Return or 2017 IRS Tax Return Transcript(s)***.
- Check here if a **SIGNED 2017 TAX RETURN OR 2017 IRS TAX RETURN TRANSCRIPT(S) IS PROVIDED.**
- Check here if a **SIGNED 2017 TAX RETURN 2017 IRS TAX RETURN TRANSCRIPTS(S) WILL BE PROVIDED LATER.**
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**2. PARENT NON-TAX FILERS ONLY–** The instructions and certifications below apply to each parent included in the household. Complete this section if the parents ***will not file and are not required*** to file a 2017 income tax return with the IRS.

- Neither parent** was employed nor had income earned from work in 2017. Complete the **Non-Tax Filer Verification** form – Dependent Student.
- One or both parents were employed in 2017.** Complete the **Non-Tax Filer Verification** form – Dependent Student.

**E. Certifications and Signatures**

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose Information was reported on the FAFSA must sign and date.

\_\_\_\_\_  
Student's Signature (Required)

\_\_\_\_\_  
Date

**WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

\_\_\_\_\_  
Parent Signature (Required)

\_\_\_\_\_  
Date

**Non-Discrimination Policy**

The Rancho Santiago Community College District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination. No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics. Inquiries regarding compliance and/or grievance procedures may be directed to: **Rancho Santiago Community College District Title IX Officer and Section 504/ADA Coordinator John Dicion 2323 N. Broadway Santa Ana, CA 92706 Phone: (714) 480-7489**