



**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**

Student's Last Name                      First Name                      M.I.

Student's Identification (ID) Number

Student's Street Address (include apt. #)

Student's Date of Birth

City, State, Zip Code

E-mail Address

Student's Home Phone Number

Student's Alternate or Cell Phone Number

**B. Independent Student Family Information**

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

- The student (**yourself**)
- The student's spouse, if the student is married.
- The student's or spouses children if the student or spouse will provide more than half of their support from July 1, 2019 through June 30, 2020, even if the children do not live with the student.
- Other people 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, 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 enrolled in eligible postsecondary educational institutions is inaccurate.*

## C. Independent Student Income Information to Be Verified – Answer section 1 OR 2

1. **STUDENT TAX FILERS - Important Note:** The instructions below apply to the student and spouse, if the student is **married**. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2017 or had a change in marital status after December 31, 2017. If the student and spouse filed separate 2017 IRS income Tax Returns, 2017 Transcripts must be provided for **both** student and spouse.

**INSTRUCTIONS:** Complete this section if the student and spouse **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 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 OR 2017 IRS TAX RETURN TRANSCRIPTS(S) WILL BE PROVIDED LATER**.

2. **STUDENT NON-FILERS ONLY** – The instructions and certifications below apply to the student and/or spouse, if the student is married. Complete this section if the student and/or spouse **will not file and are not required to file a 2017 income tax return** with the IRS.

### Check the box that applies:

- The student and/or spouse **were NOT** employed and had no income earned from work in 2017. **The Non-Tax Filer Verification** form must be submitted. *\*Additional documentation may be needed.*
- The student and/or spouse **were** employed in 2017. Complete the **Non-Tax Filer Verification** form. *\*Additional documentation may be needed.*

## D. Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct.

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

\_\_\_\_\_  
Date

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

### 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 IX 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 Didion 2323 N. Broadway Santa Ana, CA 92706 Phone: (714) 480-7489