



Yuba Community College District Financial Aid Offices

Yuba College
2088 North Beale Road
Marysville, CA 95901
530-749-7999

Woodland Community College
2300 East Gibson Road
Woodland, CA 95776
530-661-5725

Lake County Campus
15880 Dam Road Extension
Clearlake, CA 95422
707-995-7923

2017-2018 Dependent Verification Instructions – V5

Your financial aid application was selected for a process called “verification” by the Department of Education. The Financial Aid Office is required by the federal government to verify the information you provided on your financial aid application (FAFSA) is correct. **Your financial aid application cannot be processed until all requested information is received. Any required corrections may delay the processing of your financial aid awards.** The instructions below apply to the student and parent(s).

WHAT YOU NEED TO DO:

1. Complete (in ink) all sections of the Dependent Aggregate Verification Group Worksheet, sign and date it.
2. Submit all required forms and documents to the Financial Aid Office at the campus you are attending as soon as possible. The verification process can take up to several weeks to complete. Check your YCCD student e-mail (@go.yccd.edu) frequently because we will contact you through your student e-mail if there are problems or we need additional information after we review your file.
3. Provide proof of income earned or benefits received in 2015 for student and parent(s). Refer to the chart below to determine which income is required to be verified and what documentation you must submit to the Financial Aid Office.

FILED OR WILL FILE A 2015 FEDERAL INCOME TAX RETURN	SUBMIT THE FOLLOWING DOCUMENTATION:
<ul style="list-style-type: none"> • If you and/or your parent(s) filed a 2015 IRS Income Tax Return and • used the IRS Data Retrieval Tool to transfer the 2015 IRS income tax return information into your FAFSA and • <u>did not</u> make any changes to the transferred information 	<ul style="list-style-type: none"> • You are not required to submit a 2015 Federal Tax Return Transcript • Note: You may be required to provide additional documentation if we have reason to believe the income information is inaccurate.
<ul style="list-style-type: none"> • If you and/or your parent(s) filed or will file a 2015 IRS Income Tax Return and • used the IRS Data Retrieval Tool to transfer the 2015 IRS income tax return information into your FAFSA and changed any of the fields containing transferred information or • <u>did not</u> use the IRS Data Retrieval Tool to transfer the 2015 IRS income tax return information into your FAFSA 	<ul style="list-style-type: none"> • You are required to submit a 2015 Federal Tax Return Transcript. See #4 for instructions. • Note: Due to new federal financial aid regulations, photocopies of IRS Income Tax Returns can no longer be accepted to verify income.
<ul style="list-style-type: none"> • If your parent(s) filed separate 2015 IRS Income Tax Returns 	<ul style="list-style-type: none"> • You are required to submit a 2015 Federal Tax Return Transcript for each of your parent(s). See #4 for instructions. • Note: Due to new federal financial aid regulations, photocopies of IRS Income Tax Returns can no longer be accepted to verify income.
<ul style="list-style-type: none"> • If you or your parent(s) filed an amended IRS Income Tax. An amended return is one you file if you made a mistake on your original return and you have to amend or correct it. 	<ul style="list-style-type: none"> • You are required to submit a 2015 IRS Income Tax Return Transcript, and • A signed copy of the 2015 IRS Form 1040X that was filed with the IRS showing the corrections
<ul style="list-style-type: none"> • If you or your parents filed a 2015 IRS Income Tax Return and are Victims of IRS Tax-Identity Theft • Note: May obtain a copy of a TRDBV Transcript by calling the IRS's Identity Protection Specialized Unit at 1-800-908-4490 	<ul style="list-style-type: none"> • You are required to submit a Tax Return DataBase (TRDBV) Transcript • A Statement signed and dated by the taxpayer indicating you are a victim of tax-related identity theft and the IRS is aware

DID NOT OR WILL NOT FILE A 2015 FEDERAL INCOME TAX RETURN	SUBMIT THE FOLLOWING DOCUMENTATION:
<ul style="list-style-type: none"> • If you and/or your parent(s) worked in 2015, but did not file a 2015 Federal Income Tax Return and • <u>are not</u> required to file a 2015 Federal Income Tax Return 	<ul style="list-style-type: none"> • 2015 W-2 and 1099 Form(s) from each employer or government agency • Verification of Non-Filing (VONF) dated on or after October 1, 2016.
<ul style="list-style-type: none"> • If you and/or your parent(s) were not employed and had no income earned from work in 2015 and • <u>are not</u> required to file a 2015 Federal Income Tax Return 	<ul style="list-style-type: none"> • 2015 Wage and Tax Statement • Verification of Non-Filing (VONF) dated on or after October 1, 2016
OTHER	SUBMIT THE FOLLOWING DOCUMENTATION:
<ul style="list-style-type: none"> • Identity/Statement of Educational Purpose 	<ul style="list-style-type: none"> • Complete the Identity and Statement of Educational Purpose, and • Provide government-issued valid photo ID card
<ul style="list-style-type: none"> • High School Completion Status 	<ul style="list-style-type: none"> • Provide proof of high school completion status.

4. Tax filers can request an IRS Tax Return Transcript, free of charge, from the IRS in one of three ways:

A. Request an IRS Tax Transcript or Verification of Non-Filing (VONF) at www.irs.gov

- Under TOOLS: Click on "Get A Tax Transcript" Online
 - Taxpayer must have access to valid email address,
 - A text-enabled phone, (not pay-as-you-go) and the phone must be in the taxpayer's name
 - Certain financial account numbers (such as a credit card number and/or account number for a home mortgage or car loan). This verifies identity only the card will not be charged.
 - The IRS will send a confirmation code via email or text to finalize the "Get Transcript Online" registration.
 - Select "Get Started" and proceed to enter personal information
- **To request a Tax Return Transcript or Verification of Non-Filing (VONF) be mailed to you:**
Under TOOLS: Click on "Get A Tax Transcript" Mail
 - Select "Tax Return Transcript" **DO NOT select the Account Transcript! OR**
 - Complete IRS Form 4506-T available at www.irs.gov for a Tax Return Transcript or VONF
 - Mail or Fax completed form to the address/fax number listed on form

B. Order an IRS Tax Return Transcript by phone - Call IRS at 1-800-908-9946

- Select Option 2 to request a Tax Return Transcript and follow the prompts to complete your request

5. The Financial Aid Office no longer mails award letters. Once your verification is completed, your financial aid award(s) will be available on WebAdvisor through the Portal at <http://mycampus.yccd.edu/>. All awards are contingent upon available funding and your meeting all student eligibility requirements for Federal, State and Institutional financial aid programs. YCCD reserves the right to modify your awards at any time. A revised award letter will be posted if an award is modified.

The Financial Aid Office reviews your enrollment status, satisfactory academic progress (SAP) and other eligibility criteria and will authorize a payment if you are eligible. The amounts listed on your financial aid award letter reflect the awards for a full-time student. The amount you receive may be less because it is based on the number of units you are actively enrolled in when the disbursements are processed.



2017-2018 Dependent Verification Worksheet

Aggregate Group – V5

Office Use Only:
DATE Received: _____

A. STUDENT INFORMATION

Last Name	First Name	M.I.	Social Security Number
Mailing Address (include apt. no.)			Date of Birth
City	State	Zip Code	Phone Number (Include Area Code)

B. FAMILY/HOUSEHOLD INFORMATION (Student and Parent)

Household Members	Age
Read instructions in items 1 through 4 and complete the table below. 1. List the people who live in your household. Include the following: <ul style="list-style-type: none">• Yourself• Your parent(s) even if you don't live with parent(s). This includes a stepparent.• Your parents' other children if your parent(s) will provide more than 50% of their support from July 1, 2017 through June 30, 2018.• Other dependents if they now live with your parent(s) and your parent(s) provide more than 50% of their support and will continue to provide more than 50% of their support through June 30, 2018.	2. Write the date of birth for each family member in the chart below.
	Relationship
	3. Write the relationship of each family member to the student in the chart below.
	College
	4. Include the name of the college for any household member who will be enrolled in a degree or certificate program at least half-time between July 1, 2017 and June 30, 2018.

Full Name (Print)	Date of Birth	Relationship	College Attending In 2017-18	# of Units Enrolled In
		Self		

5. What is your current housing status? ☐ I live with my parent(s) ☐ I live off campus

If more space is required, attach a separate page with the student's name and ID number at the top.

C. INCOME INFORMATION (Student and Parent)

1. TAX RETURN NON-FILERS

Check the box that applies to the student and parent(s).		Submit the following required documents:
<input type="checkbox"/> Student <input type="checkbox"/> Parent	I and/or my parent(s) were not employed and had no income earned from work in 2015 and are not required to file a 2015 Federal Income Tax Return.	<ul style="list-style-type: none">• 2015 Wage and Tax Statement• Verification of Non-filing (VONF) dated on or after October 1, 2016.• Note: See Instructions above
<input type="checkbox"/> Student <input type="checkbox"/> Parent	I and/or my parent(s) worked in 2015, but did not file and are not required to file a 2015 Federal Income Tax Return.	<ul style="list-style-type: none">• 2015 W-2 Form(s)• Verification of Non-Filing(VONF) dated on or after October 1, 2016

Student Name (Print): _____

Student ID#: _____

2. TAX RETURN FILERS

Check the box that applies to the student and parent(s).		Submit the following required documents:
<input type="checkbox"/> Student <input type="checkbox"/> Parent	If you and/or your parent(s) filed a 2015 Federal Income Tax Return and used the IRS Data Retrieval Tool to transfer my/our 2015 IRS income tax return information into the student's FAFSA. I/we did not make any changes to the transferred information.	No further documentation is required if the imported information was not changed on the FAFSA. Note: We may require you to provide additional documentation if we have reason to believe the information is inaccurate.
<input type="checkbox"/> Student <input type="checkbox"/> Parent	If you and/or your parent(s) filed a 2015 Federal Income Tax Return and did not use the IRS Data Retrieval Tool to transfer my/our 2015 IRS income tax return information into my FAFSA or changed information that was transferred from the IRS.	<ul style="list-style-type: none"> • 2015 Federal Tax Return Transcript
<input type="checkbox"/> Parent	My Parents filed separate 2015 Federal Income Tax Returns.	<ul style="list-style-type: none"> • 2015 Federal Tax Return Transcripts for each parent
<input type="checkbox"/> Student <input type="checkbox"/> Parent	If you and/or your parent(s) filed an amended 2015 Federal Income Tax Return. An amended return is one you file if you made a mistake on your original return and you have to amend or correct it.	<ul style="list-style-type: none"> • 2015 Federal Tax Return Transcript • 2015 1040X Signed Copy
<input type="checkbox"/> Student <input type="checkbox"/> Parent	If you or your parent(s) filed a 2015 IRS Income Tax Return and are Victims of IRS Tax-Related Identity Theft	<ul style="list-style-type: none"> • A Tax Return Data Base View (TRDBV) transcript must be submitted from the IRS, and Signed Statement

3. VERIFICATION OF INCOME INFORMATION – TAX RETURN NON-FILERS ONLY

List below the name of the person who earned the income, the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 Form is provided. Provide copies of all 2015 IRS W-2 Form(s) issued to you by your employer(s). List every employer even if the employer did not issue an IRS W-2 Form.

Name of Person Who Earned the Income (Print)	Employer's Name	Total 2015 Amount Earned	IRS W-2 Form Provided?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

D. IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE (Student)

Please read and complete the Identity and Statement of Educational Purpose on page 4 or 5 of this form. You must complete one of two options. With either option, you must provide a copy of a valid government-issued photo identification card with the form. This can include but is not limited to a driver's license, other state-issued ID, or passport.

- Option 1: You can sign the form in the presence of a Financial Aid staff member.
- Option 2: Allows the student to sign the form before a notary public.

Student Name (Print): _____

Student ID#: _____

E. HIGH SCHOOL COMPLETION STATUS (Student)

Provide one of the following documents that indicate your high school completion status when the student will begin college in 2017-2018. A student who is unable to obtain the documentation listed below must contact the Financial Aid Office.

High School Diploma

- ☐ 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 DD Form 214

Recognized Equivalent of a High School Diploma

- ☐ A copy of the student's General Educational Development (GED) certificate.
- ☐ An official GED transcript that indicates the student passed the exam.
- ☐ A state certificate or transcript that the State recognizes as the equivalent of a high school diploma (HiSET, TASC, or other state-authorized examination).
- ☐ A copy of the "secondary school leaving certificate" or other similar document for students who completed secondary education in a foreign country.
- ☐ 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.

Homeschool

- ☐ For a homeschooled student from a state where state law requires the 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.
- ☐ For a homeschooled student from a state where state law does not require the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent) a transcript or equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

F. CERTIFICATION AND SIGNATURE (Student and Parent)

Each person signing this worksheet certifies that all the information provided is true and complete to the best of their knowledge. **Parent signature is required.**

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

Student Signature

Date

Parent Signature

Date

FINANCIAL AID OFFICE USE ONLY

Date Awarded/FA Tech: _____ ISIR: _____ EFC: _____

Comments:

___ FAA Access for Identity Verification



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Clearlake, CA 95422
707-995-7923

Identity and Statement of Educational Purpose

Student Name (Print): _____

Student ID#: _____

As required by the Department of Education, you must complete either option 1 at the Financial Aid Office at the campus you attend or option 2 with a Notary Public. With either option, you must provide a copy of a valid government-issued photo identification card with this form.

A. OPTION #1

The student must appear in person at YUBA COLLEGE or WOODLAND COMMUNITY COLLEGE to verify his or her identity by presenting a 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 collect the student's ID.

In addition, **the student must sign, in the presence of the institutional official**, the following English or Spanish statement:

STATEMENT OF EDUCATIONAL PURPOSE

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

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 YUBA COLLEGE or WOODLAND COMMUNITY COLLEGE for 2017-2018.

DECLARACIÓN DE PROPÓSITO EDUCATIVO

Certifico que yo, _____, soy el individuo que firma esta Declaración de Finalidad
(Imprimir Nombre del Estudiante)

Educativa y que la ayuda financiera federal estudiantil que yo pueda recibir, sólo será utilizada para fines educativos y para pagar el costo de asistir a YUBA COLLEGE or WOODLAND COMMUNITY COLLEGE para 2017-2018.

B. CERTIFICATION AND SIGNATURE

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

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

Student Signature / Firma de Estudiante

Date / Fecha

Student's ID Number / Número de Identificación del Estudiante

FINANCIAL AID OFFICE USE ONLY:

Financial Aid Representative Signature

Date

Type of Valid ID



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Clearlake, CA 95422
707-995-7923

Identity and Statement of Educational Purpose

Student Name (Print): _____

Student ID#: _____

A. OPTION #2

If the student is unable to appear in person at YUBA COLLEGE or WOODLAND COMMUNITY COLLEGE to verify his or her identity, the student must provide the following:

- (a) A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver's license, other state-issued ID, or passport; and
- (b) The original notarized Statement of Educational Purpose (in English or Spanish) provided below.

STATEMENT OF EDUCATIONAL PURPOSE

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

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 YUBA COLLEGE or WOODLAND COMMUNITY COLLEGE for 2017-2018.

DECLARACIÓN DE PROPÓSITO EDUCATIVO

Certifico que yo, _____, soy el individuo que firma esta Declaración de Finalidad
(Imprimir Nombre del Estudiante)

Educativa y que la ayuda financiera federal estudiantil que yo pueda recibir, sólo será utilizada para fines educativos y para pagar el costo de asistir a YUBA COLLEGE or WOODLAND COMMUNITY COLLEGE para 2017-2018.

B. CERTIFICATION AND SIGNATURE

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

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

Student Signature / Firma de Estudiante

Date / Fecha

Student's ID Number / Número de Identificación del Estudiante

C. NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT

State of _____ City/County of _____

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

appeared, _____, and proved to me on basis of satisfactory evidence of identification
(Printed name of signer)

_____ to be the above-named person who signed the foregoing instrument.
(Type of government-issued photo ID provided)

WITNESS my hand and official seal
(seal)

(Notary Signature)

My commission expires on _____
(Date)