



Yuba College
2088 North Beale Road
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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

2018-2019 Independent Verification Instructions – V1

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 apply to the student and spouse (if married).

WHAT YOU NEED TO DO:

1. Complete (in ink) all sections of the Independent Standard 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 2016 for student and spouse, if married. 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 2016 FEDERAL INCOME TAX RETURN	SUBMIT THE FOLLOWING DOCUMENTATION:
<ul style="list-style-type: none"> • If you and your spouse (if married) filed a 2016 IRS Income Tax Return and • used the IRS Data Retrieval Tool to transfer your 2016 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 2016 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 your spouse (if married) filed or will file a 2016 IRS Income Tax Return and • used the IRS Data Retrieval Tool to transfer your 2016 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 your 2016 IRS income tax return information into your FAFSA 	<ul style="list-style-type: none"> • You are required to submit a 2016 Federal Tax Return Transcript. See #4 for instructions. • Note: Due to new federal financial aid regulations, photocopies of IRS Income Tax Returns and original 1040 forms can no longer be accepted to verify income.
<ul style="list-style-type: none"> • If you and your spouse (if married) filed separate 2016 IRS Income Tax Returns 	<ul style="list-style-type: none"> • You are required to submit a 2016 Federal Tax Return Transcript for both the student and spouse. See #4 for instructions. • Note: Due to new federal financial aid regulations, photocopies of IRS Income Tax Returns and original 1040 forms can no longer be accepted to verify income.
<ul style="list-style-type: none"> • If you or your spouse (if married) filed an amended IRS Income Tax • Note: 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 2016 Federal Tax Return Transcript, and • A signed copy of the 2016 IRS Form 1040X that was filed with the IRS showing the corrections
<ul style="list-style-type: none"> • If you or your spouse (if married) filed a 2016 IRS Income Tax Return and are Victims of IRS Tax-Related Identity Theft • Note: May obtain a copy of their TRDBV transcript by calling the IRS's Identity Protection Specialized Unit at 1-800-908-4490 	<ul style="list-style-type: none"> • A Tax Return DataBase View (TRDBV) transcript from the IRS must be submitted, and • A Statement signed and dated by the taxpayer • indicating that you are a victim of tax-related identity theft and the IRS is aware

DID NOT OR WILL NOT FILE A 2016 FEDERAL INCOME TAX RETURN	SUBMIT THE FOLLOWING DOCUMENTATION:
<ul style="list-style-type: none"> If you and/or your spouse (if married) worked in 2016, but did not file a 2016 Federal Income Tax Return and <u>are not</u> required to file a 2016 Federal Income Tax Return 	<ul style="list-style-type: none"> 2016 W-2 and 1099 Form(s) from each employer or government agency Verification of Non-Filing (VONF) dated on or after October 1, 2017.
<ul style="list-style-type: none"> If you and/or your spouse (if married) were not employed and had no income earned from work in 2016 and <u>are not</u> required to file a 2016 Federal Income Tax Return 	<ul style="list-style-type: none"> 2016 Wage and Tax Statement Verification of Non-Filing (VONF) dated on or after October 1, 2017. <p>Note: See Instructions below to obtain a VONF</p>

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 My Tax Record" 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 My Tax Record" Mail
 - Select "Tax Return Transcript"
 - Enter your personal demographics and include the address from your 2016 Federal Tax Return. When asked Select Return Transcript for tax year 2016. **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.



2018-2019 Independent Verification Worksheet

Standard Group – V1

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 Spouse)

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 spouse, if you are married• Your children or your spouse's children if you or your spouse will provide more than 50% of their support from July 1, 2018 through June 30, 2019, even if they do not live with you.• Other dependents if they now live with you, and you and your spouse provide more than 50% of their support and will continue to provide more than 50% of their support through June 30, 2019.	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, 2018 and June 30, 2019.			
Full Name (Print)	Date of Birth	Relationship	College Attending In 2018-19	# of Units Enrolled In
		<i>Self</i>		
5. What is your current housing status? <input type="checkbox"/> I live with my parent(s) <input type="checkbox"/> 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 Spouse)

1. TAX RETURN NON-FILERS

Check the box that applies to the student and spouse, if married.		Submit the following required documents:
<input type="checkbox"/> Student <input type="checkbox"/> Spouse	I/we were not employed and had no income earned from work in 2016 and are not required to file a 2016 Federal Income Tax Return.	<ul style="list-style-type: none">• 2016 Wage and Tax Statement• Verification of Non-filing (VONF) dated on or after October 1, 2017.
<input type="checkbox"/> Student <input type="checkbox"/> Spouse	I/we worked in 2016, but did not file and are not required to file a 2016 Federal Income Tax Return.	<ul style="list-style-type: none">• 2016 W-2 Form(s)• Verification of Non-Filing (VONF) dated on or after October 1, 2017.• Note: See instructions to obtain a VONF

Student Name (Print): _____

Student ID#: _____

2. TAX RETURN FILERS

Check the box that applies to the student and spouse, if married.		Submit the following required documents:
<input type="checkbox"/> Student <input type="checkbox"/> Spouse	I/We filed a 2016 Federal Income Tax Return and used the IRS Data Retrieval Tool to transfer my/our 2016 IRS income tax return information into the student's FAFSA. I 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"/> Spouse	I/We filed a 2016 Federal Income Tax Return and did not use the IRS Data Retrieval Tool to transfer my/our 2016 IRS income tax return information into my FAFSA or changed information that was transferred from the IRS.	<ul style="list-style-type: none"> • 2016 Federal Tax Return Transcript
<input type="checkbox"/> Student <input type="checkbox"/> Spouse	We filed separate 2016 Federal Income Tax Returns.	<ul style="list-style-type: none"> • 2016 Federal Tax Return Transcripts for both student and spouse
<input type="checkbox"/> Student <input type="checkbox"/> Spouse	I/We filed an amended 2016 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"> • 2016 Federal Tax Return Transcript • 2016 1040X (Signed copy)
<input type="checkbox"/> Student <input type="checkbox"/> Spouse	I/We (if married) filed a 2016 IRS Income Tax Return and are Victims of IRS Tax-Related Identity Theft.	<ul style="list-style-type: none"> • A Tax Return DataBase 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 2016, and whether an IRS W-2 Form is provided. Provide copies of all 2016 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 2016 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

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

D. CERTIFICATION AND SIGNATURE (Student and Spouse)

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

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 _____

Spouse's Signature (optional) _____

Date _____

FINANCIAL AID OFFICE USE ONLY

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

Comments:

