



## 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

### 2018-2019 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 2016 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 2016 FEDERAL INCOME TAX RETURN	SUBMIT THE FOLLOWING DOCUMENTATION:
<ul style="list-style-type: none"> <li>• If you and/or your parent(s) filed a 2016 IRS Income Tax Return <b>and</b></li> <li>• used the IRS Data Retrieval Tool to transfer the 2016 IRS income tax return information into your FAFSA <b>and</b></li> <li>• <u>did not</u> make any changes to the transferred information</li> </ul>	<ul style="list-style-type: none"> <li>• You are not required to submit a 2016 Federal Tax Return Transcript</li> <li>• Note: You may be required to provide additional documentation if we have reason to believe the income information is inaccurate.</li> </ul>
<ul style="list-style-type: none"> <li>• If you and/or your parent(s) filed or will file a 2016 IRS Income Tax Return <b>and</b></li> <li>• used the IRS Data Retrieval Tool to transfer the 2016 IRS income tax return information into your FAFSA and changed any of the fields containing transferred information <b>or</b></li> <li>• <u>did not</u> use the IRS Data Retrieval Tool to transfer the 2016 IRS income tax return information into your FAFSA</li> </ul>	<ul style="list-style-type: none"> <li>• You are required to submit a 2016 Federal Tax Return Transcript. See #4 for instructions.</li> <li>• Note: Due to new federal financial aid regulations, photocopies of IRS Income Tax Returns can no longer be accepted to verify income.</li> </ul>
<ul style="list-style-type: none"> <li>• If your parent(s) filed separate 2016 IRS Income Tax Returns</li> </ul>	<ul style="list-style-type: none"> <li>• You are required to submit a 2016 Federal Tax Return Transcript for each of your parent(s). See #4 for instructions.</li> <li>• Note: Due to new federal financial aid regulations, photocopies of IRS Income Tax Returns can no longer be accepted to verify income.</li> </ul>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• You are required to submit a 2016 IRS Income Tax Return Transcript, <b>and</b></li> <li>• A signed copy of the 2016 IRS Form 1040X that was filed with the IRS showing the corrections</li> </ul>
<ul style="list-style-type: none"> <li>• If you or your parents filed a 2016 IRS Income Tax Return and are Victims of IRS Tax-Identity Theft</li> <li>• Note: May obtain a copy of a TRDBV Transcript by calling the IRS's Identity Protection Specialized Unit at 1-800-908-4490</li> </ul>	<ul style="list-style-type: none"> <li>• You are required to submit a Tax Return DataBase (TRDBV) Transcript</li> <li>• A Statement signed and dated by the taxpayer indicating you are a victim of tax-related identity theft and the IRS is aware</li> </ul>

<b>DID NOT OR WILL NOT FILE A 2016 FEDERAL INCOME TAX RETURN</b>	<b>SUBMIT THE FOLLOWING DOCUMENTATION:</b>
<ul style="list-style-type: none"> <li>• If you and/or your parent(s) worked in 2016, but did not file a 2016 Federal Income Tax Return <b>and</b></li> <li>• <u>are not</u> required to file a 2016 Federal Income Tax Return</li> </ul>	<ul style="list-style-type: none"> <li>• 2016 W-2 and 1099 Form(s) from each employer or government agency</li> <li>• Verification of Non-Filing (VONF) dated on or after October 1, 2017.</li> </ul>
<ul style="list-style-type: none"> <li>• If you and/or your parent(s) were not employed and had no income earned from work in 2016 <b>and</b></li> <li>• <u>are not</u> required to file a 2016 Federal Income Tax Return</li> </ul>	<ul style="list-style-type: none"> <li>• 2016 Wage and Tax Statement</li> <li>• Verification of Non-Filing (VONF) dated on or after October 1, 2017</li> </ul>
<b>OTHER</b>	<b>SUBMIT THE FOLLOWING DOCUMENTATION:</b>
<ul style="list-style-type: none"> <li>• Identity/Statement of Educational Purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Complete the Identity and Statement of Educational Purpose, <b>and</b></li> <li>• Provide government-issued valid photo ID card</li> </ul>
<ul style="list-style-type: none"> <li>• High School Completion Status</li> </ul>	<ul style="list-style-type: none"> <li>• Provide proof of high school completion status.</li> </ul>

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 Online (VONF) at [www.irs.gov](http://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](http://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 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	
<b>Read instructions in items 1 through 4 and complete the table below.</b>  <b>1. List the people who live in your household. Include the following:</b> <ul style="list-style-type: none"><li>• Yourself</li><li>• Your parent(s) even if you don't live with parent(s). This includes a stepparent.</li><li>• Your parents' other children if your parent(s) will provide more than 50% of their support from July 1, 2018 through June 30, 2019.</li><li>• 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, 2019.</li></ul>			<b>2. Write the date of birth</b> for each family member in the chart below.	
			<b>Relationship</b>	
			<b>3. Write the relationship</b> of each family member to the student in the chart below.	
			<b>College</b>	
			<b>4. Include the name of the college</b> 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>		
<b>5. What is your current housing status?</b> <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 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/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"><li>• 2016 Wage and Tax Statement</li><li>• Verification of Non-filing (VONF) dated on or after October 1, 2017.</li><li>• Note: See Instructions above</li></ul>
<input type="checkbox"/> Student <input type="checkbox"/> Parent	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"><li>• 2016 W-2 Form(s)</li><li>• Verification of Non-Filing(VONF) dated on or after October 1, 2017</li></ul>

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 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/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 2016 Federal Income Tax Return and <b>did not</b> use the IRS Data Retrieval Tool to transfer my/our 2016 IRS income tax return information into my FAFSA <b>or</b> changed information that was transferred from the IRS.	<ul style="list-style-type: none"> <li>• 2016 Federal Tax Return Transcript</li> </ul>
<input type="checkbox"/> Parent	My Parents filed separate 2016 Federal Income Tax Returns.	<ul style="list-style-type: none"> <li>• 2016 Federal Tax Return Transcripts for each parent</li> </ul>
<input type="checkbox"/> Student <input type="checkbox"/> Parent	If you and/or your parent(s) 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"> <li>• 2016 Federal Tax Return Transcript</li> <li>• 2016 1040X Signed Copy</li> </ul>
<input type="checkbox"/> Student <input type="checkbox"/> Parent	If you or your parent(s) filed a 2016 IRS Income Tax Return and are Victims of IRS Tax-Related Identity Theft	<ul style="list-style-type: none"> <li>• A Tax Return Data Base View (TRDBV) transcript must be submitted from the IRS, <b>and</b> Signed Statement</li> </ul>

**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
			<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 2018-2019. 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 that indicates the student is a high school graduate or equivalent

#### 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:



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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 2018-2019.

**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 2018-2019.

**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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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 2018-2019.

**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 2018-2019.

**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)