



**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

## 2019-2020 Dependent 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 below apply to the student and parent.

### WHAT YOU NEED TO DO:

1. Complete (in ink) all sections of the Dependent 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 2017 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 2017 FEDERAL INCOME TAX RETURN	SUBMIT THE FOLLOWING DOCUMENTATION:
<ul style="list-style-type: none"> <li>• If you and/or your parent(s) filed a 2017 IRS Income Tax Return <b>and</b></li> <li>• used the IRS Data Retrieval Tool to transfer your 2017 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>• No further documentation is required if the imported information was not changed on the FAFSA</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 2017 IRS Income Tax Return <b>and</b></li> <li>• used the IRS Data Retrieval Tool to transfer your 2017 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 your 2017 IRS income tax return information into your FAFSA</li> </ul>	<ul style="list-style-type: none"> <li>• You are required to submit a 2017 Federal Tax Return Transcript. See #4 for instructions.</li> <li>• 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.</li> </ul>
<ul style="list-style-type: none"> <li>• If your parent(s) filed separate 2017 IRS Income Tax Returns</li> </ul>	<ul style="list-style-type: none"> <li>• You are required to submit a 2017 Federal Tax Return Transcript for both parents. See #4 for instructions.</li> <li>• 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.</li> </ul>
<ul style="list-style-type: none"> <li>• If you or your parent(s) filed an amended IRS Income Tax</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>▪ You are required to submit a 2017 Federal Tax Return Transcript , <b>or</b> IRS DRT information on an ISIR record with all tax information from the original tax return; <b>and</b></li> <li>• A signed copy of the 2017 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 parent(s) filed a 2017 IRS Income Tax Return and are Victims of IRS Tax-Related Identity Theft</li> <li>• Note: May obtain a copy of their 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>• A Tax Return DataBase View (TRDBV) transcript must be submitted from the IRS, <b>and</b></li> <li>• A Statement signed and dated by the taxpayer indicating that you are a victim of tax-related identity theft and the IRS is aware</li> </ul>

DID NOT OR WILL NOT FILE A 2017 FEDERAL INCOME TAX RETURN	SUBMIT THE FOLLOWING DOCUMENTATION:
<ul style="list-style-type: none"> <li>If you and/or your parent(s) worked in 2017, but did not file a 2017 Federal Income Tax Return <b>and</b></li> <li><u>are not</u> required to file a 2017 Federal Income Tax Return</li> </ul>	<ul style="list-style-type: none"> <li>2017 W-2 and 1099 Form(s) or an equivalent document for tax year 2017 from each employer or government agency, <b>and</b></li> <li>Verification of Non-filing (VONF) dated on or after October 1, 2018.</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 2017 <b>and</b></li> <li><u>are not</u> required to file a 2017 Federal Income Tax Return</li> </ul>	<ul style="list-style-type: none"> <li>2017 Wage and Income Transcript or an equivalent document for tax year 2017, <b>and</b></li> <li>Verification of Non-Filing (VONF) dated on or after October 1, 2018.</li> <li>A Statement signed and dated (<b>dependent only</b>)</li> </ul> <p>Note: See Instructions below to obtain a VONF</p>

4. Tax filers can request an IRS Tax 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](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 "Get Transcript by Mail"
  - Enter your personal demographics and include the address from your 2017 Federal Tax Return. When asked Select Return Transcript for tax year 2017. **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.



# 2019-2020 Dependent 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 Parents)

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 parent's other children if your parents(s) will provide more than 50% of their support from July 1, 2019 through June 30, 2020.</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, 2020.</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, 2019 and June 30, 2020.				
<b>Full Name (Print)</b>	<b>Date of Birth</b>	<b>Relationship</b>	<b>College Attending In 2019-20</b>	<b># of Units Enrolled In</b>
		<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	If you and/or your parent(s) were not employed and had no income earned from work in 2017 and are not required to file a 2017 Federal Income Tax Return.	<ul style="list-style-type: none"> <li>• 2017 Wage and Tax Statement</li> <li>• Verification of Non-filing (VONF) dated on or after October 1, 2018.</li> </ul> Note: See Instructions to obtain a VONF
<input type="checkbox"/> Student <input type="checkbox"/> Parent	If you and/or your parent(s) worked in 2017, but did not file and are not required to file a 2017 Federal Income Tax Return.	<ul style="list-style-type: none"> <li>• 2017 W-2 Form(s)</li> <li>• Verification of Non-Filing (VONF) dated on or after October 1, 2018</li> </ul>

Student Name (Print): \_\_\_\_\_

Student ID#: \_\_\_\_\_

**2. Tax Return Filers**

Check the box that applies to the student and parent.		Submit the following required documents:
<input type="checkbox"/> Student <input type="checkbox"/> Parent	If you and/or your parent(s) filed a 2017 Federal Income Tax Return and used the IRS Data Retrieval Tool to transfer my/our 2017 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"/> Parent	If you and/or your parent(s) filed a 2017 Federal Income Tax Return and <b>did not</b> use the IRS Data Retrieval Tool to transfer my/our 2017 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>• 2017 Federal Tax Return Transcript</li> </ul>
<input type="checkbox"/> Parent	My Parents filed separate 2017 Federal Income Tax Returns.	<ul style="list-style-type: none"> <li>• 2017 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 2017 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>• 2017 Federal Tax Return Transcript <b>or</b> IRS DRT information on an ISIR record with all tax information from the original tax return; <b>and</b></li> <li>• 2017 1040X (Signed copy)</li> </ul>
<input type="checkbox"/> Student <input type="checkbox"/> Parent	If you and/or your parent(s) filed a 2017 IRS Income Tax Return and are Victims of IRS Tax-Related Identity Theft.	<ul style="list-style-type: none"> <li>• A Tax Return DataBase 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 2017, and whether an IRS W-2 Form is provided. Provide copies of all 2017 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 2017 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 Parent)**

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\_\_\_\_\_  
Parent Signature\_\_\_\_\_  
Date**FINANCIAL AID OFFICE USE ONLY**

Date Awarded/FA Tech: \_\_\_\_\_ ISIR: \_\_\_\_\_ EFC: \_\_\_\_\_

Comments: