

Copper Mountain College 2018-2019 Dependent Student Verification

Your 2018–2019 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 and your parents 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 and at least one parent 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 you have questions about verification, contact us at 760-366-3791 ext. 4235 as soon as possible so that your financial aid will not be delayed.

Initial that you read this _____

 Student's Last Name First Name M.I.

 Student's CMC ID Number

 Student's Mailing Address (include apt. no.)

 Student's Date of Birth

 City State Zip Code

 Student's Email Address

 Student's Home Phone Number (include area code)

 Student's Alternate or Cell Phone Number

READ THIS: Dependent Student's Family Information

*****Dependent students must include both of the dependent student's legal (biological or adoptive) parents if the parents live together, regardless of the marital status or gender of the parents.***

List the people in the parents' household below. Include:

- The student
- The parents (including a stepparent) even if the student doesn't live with the parents
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018–2019. Include children who meet either of these standards, even if they do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

Number in College: excluding the parents, 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, 2018, and June 30, 2019, 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	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>		

Note: We may require proof of enrollment for household members enrolled in eligible postsecondary educational institutions.

Student Tax Filers VERIFICATION If you filed taxes:

Instructions: Complete the section below. *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.* In most cases, no further documentation is needed to verify 2016 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- The student has used the **IRS DRT in FAFSA on the Web** to transfer 2016 IRS income tax return information into the student's FAFSA.
- The student is **unable or chooses not to use** the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2016 IRS Tax Return Transcript** (signature not required)
- The student filed an **amended tax return** for the tax year 2016 must provide:
 1. A 2016 IRS Tax Return Transcript (does not need to be signed); **and**
 2. A signed copy of the 2016 IRS Form 1040X, Amended U.S. Individual Income Tax Return," that was filed with the IRS
- The student was required to file a 2016 IRS tax return and has been granted a **Filing Extension** by the IRS, must provide:
 1. A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2016;
 2. A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2016;
 3. Verification of Non-filing Letter from the IRS dated after October 1, 2017;
 4. A copy of IRS Form W-2 for each source of employment income received for tax year 2016 and,
 5. If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2016
- Victim of Tax-Related Identity Theft** – must provide:
 1. A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript that includes all of the income and tax information required to be verified; **and**
 2. A statement signed and dated by the tax filer indicating that he/she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

Student Non-tax Filers You did NOT file taxes:

The instructions and certifications below apply to the student. Complete this section if the student will not file and is not required to file a 2016 income tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2016.
- The student was employed in 2016 and has listed below 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 forms issued to the student by his/her employers.

Employer's Name	2015 Amount Earned	IRS W-2 Provided?
<i>EXAMPLE ONLY - Spike's Auto Body Shop</i>	<i>\$2,000.00</i>	<i>Yes</i>

Parent Tax Filers VERIFICATION If you filed taxes:

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parent filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016.

Instructions: Complete this section if the parents **filed or will file** a 2016 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.* In most cases, no further documentation is needed to verify 2016 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- The parent(s) have used the **IRS DRT in FAFSA on the Web** to transfer 2016 IRS income tax return information into the student's FAFSA.
- The parents **filed separate** IRS income tax returns for 2016. The parents will provide **2016 IRS Tax Return Transcripts** for each parent.
- The parent(s) are unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2016 IRS Tax Return Transcript(s)**. (signature not required)
- The Parent(s) filed an **amended tax return** for the tax year 2016 must provide:
 1. A 2016 IRS Tax Return Transcript (signature not required); **and**
 2. A signed copy of the 2016 IRS Form 1040X, Amended U.S. Individual Income Tax Return," that was filed with the IRS
- The Parent(s) who are required to file a 2016 IRS tax return and have been granted a **Filing Extension** by the IRS, must provide:
 1. A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2016;
 2. A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2016;
 3. Verification of Non-filing Letter from the IRS dated after October 1, 2017;
 4. A copy of IRS Form W-2 for each source of employment income received for tax year 2016 and,
 5. If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2016
- Victim of Tax-Related Identity Theft** – must provide:
 1. A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript that includes all of the income and tax information required to be verified; **and**
 2. A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

A 2016 IRS Tax Return Transcript may be obtained through the:

- Get Transcript by MAIL– Go to <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> , under the Tools heading, click "Get Tax Transcript.", Click "Get Transcript by MAIL" Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Get Transcript ONLINE- Go to www.irs.gov, under the Tools heading, click "Get Tax Transcript", Click "Get Transcript ONLINE" Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Automated Telephone Request - 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T (<https://www.irs.gov/pub/irs-pdf/f4506t.pdf>)

What you need to get an On-Line Transcript: 1) SSN # 2) date of birth 3) filing status and mailing address from latest tax return 4) access to your email account 5) your personal account # from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and 6) a mobile phone with your name on the account.

Parent Non-tax Filers If you did NOT file taxes:

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents **will not file and are not required** to file a 2016 income tax return with the IRS.

Check the box that applies:

- Neither parent was employed nor had any income earned from work in 2016.
- One or both parents were employed in 2016 and have listed 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 forms issued to the parents by their employers.

Employer's Name	2015 Amount Earned	IRS W-2 Provided?
<i>EXAMPLE ONLY – Spike's Auto Body Shop</i>	<i>\$2,000.00</i>	<i>Yes</i>

Note: Provide a Verification of Non-filing from the IRS dated on or after October 1, 2017 that indicates a 2016 IRS Income tax return was not filed with the IRS. Go to <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> Check boxes 7 and 8.

Certification and Signature

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

Each person signing below certifies that all of the information reported is complete and correct. The student and parent must sign this worksheet.

Student's Signature

Date

Parent's Signature

Date

Do not mail this worksheet to the U.S. Department of Education.
Submit this worksheet to the financial aid administrator at your school.
You should make a copy of this worksheet for your records.

Return to: Copper Mountain College – 6162 Rotary Way- Joshua Tree CA 92252