



# 2017-2018 V5 Dependent Verification Worksheet

Office of Financial Aid  
1300 S Country Club Road – El Reno, OK 73036  
405-422-6250 – Fax: 405-422-1463

Your application was selected for review in a process called “Verification.” In this process, RCC will be comparing information from your FAFSA application with the information on this form, you and your parent(s)’ 2015 IRS Tax Return Transcript, W-2 forms, or other financial documents. The law says we have the right to ask you for this information before awarding Federal aid. If there are differences between your FAFSA information and your financial documents, you or RCC may need to make corrections.

Complete this verification form and submit it to the Financial Aid Office at Redlands Community College as soon as possible, so that your financial aid won’t be delayed.

### What you should do

1. Collect your and your parent(s)’ financial documents (2015 IRS Tax Return Transcripts, W-2 forms, etc.).
2. Talk to your financial aid administrator if you have questions about completing this worksheet.
3. Complete and sign the worksheet—you and at least one parent.
4. Submit the completed worksheet, tax forms, and any other documents RCC requests.
5. RCC will compare information on this worksheet and any supporting documents with the information you submitted on your FAFSA. You or the Financial Aid Office at RCC may need to make corrections.

## A. Dependent Student’s Information

**Name:** \_\_\_\_\_ **SSN/Student ID:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

## B. Dependent Student’s Family Information

List below the people in your parent(s)’ household. Include:

- Yourself and your parent(s) (including stepparent) even if you don’t live with your parent(s).
- Your parent(s)’ other children if your parent(s) will provide more than half of their support **from July 1, 2017, through June 30, 2018**, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017-2018, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support **through June 30, 2018**.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time **between July 1, 2017, and June 30, 2018**. *If more space is needed, attach a separate page with the student’s name and student ID number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
		<i>Self</i>	Redlands Community College	

## C. Dependent Student's Income Information to be Verified

**1. TAX RETURN FILERS—Important Note:** If the student filed, or will file, an amended 2015 IRS tax return, the student must contact the financial aid administrator before completing this section.

**INSTRUCTIONS:** Complete this section if the student, filed or will file a 2015 income tax return with the IRS.

- The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to FAFSA.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.

### Check the box that applies:

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2015 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information that was transferred in the verification process.*
- The student has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2015 IRS income information into the student's FAFSA once the student has filed a 2015 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's school cannot complete the verification process until the IRS information has been transferred into the FAFSA.*
- The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **2015 IRS Tax Return Transcript**—not a photocopy of the income tax return. *To obtain an IRS Tax Return Transcript, go to www.irs.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Then Click on "Order a Transcript" under **Item 3**. Clicking on "Tax Return Transcript" under Item 1 will not take you to the correct link. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." Please use the address on file with the IRS (normally this will be the address used when your 2015 IRS tax return was filed).*
- Check here if the student's IRS Tax Return Transcript is attached to this worksheet.
- Check here if the student's IRS Tax Return Transcript will be submitted to the student's school later. Verification cannot be completed until the IRS Tax Return Transcript has been submitted to the student's school.

**2. TAX RETURN NONFILERS**—Complete this section if the student will not file and is not required to file a 2015 income tax return with the IRS.

### Check the box that applies:

- The student was not employed and had no income earned from work in 2015.
- The student was employed in 2015 and has listed below the names of all the student's employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and student ID number at the top.*

Employer's Name	2015 Amount Earned	IRS W-2 Attached?

## D. Parent's Income Information to Be Verified

**Note:** If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

**1. TAX RETURN FILERS—Important Note:** If the student's parent(s), filed or will file, an amended 2015 IRS tax return the student's financial aid administrator must be contacted before completing this section.

**INSTRUCTIONS:** Complete this section if the student's parent(s) filed or will file a 2015 income tax return with the IRS.

- The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to [FAFSA.gov](http://FAFSA.gov), log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.

### Check the box that applies:

The student's parent(s) has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2015 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information transferred into the student's FAFSA to complete the verification process.*

The student's parent(s) has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2015 IRS income information into the student's FAFSA once the parent(s)' IRS tax return has been filed. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's financial aid administrator cannot complete verification until the parent(s) has transferred IRS information into the student's FAFSA.*

The parent(s) is unable or chooses not to use the IRS Data Retrieval Tool, and the parent(s) will submit to the student's school a copy of their **2015 IRS Tax Return Transcript(s)**—not photocopies of the income tax return. *To obtain an IRS Tax Return Transcript, go to [www.irs.gov](http://www.irs.gov) and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Then Click on "Order a Transcript" under **Item 3**. Clicking on "Tax Return Transcript" under **Item 1** will not take you to the correct link. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." Please use the address on file with the IRS (normally this will be the address used when your 2015 IRS tax return was filed).*

Check here if the parent(s)' IRS Tax Return Transcript is attached to this worksheet.

Check here if the parent(s)' IRS Tax Return Transcript will be submitted to the student's school later. Verification cannot be completed until the IRS Tax Return Transcript has been submitted to the student's school.

**2. TAX RETURN NONFILERS**—Complete this section if the student's parent(s) will not file and is not required to file a 2015 income tax return with the IRS.

### Check the box that applies:

The parent(s) was not employed and had no income earned from work in 2015.

The parent(s) was employed in 2014 and has listed on the next page the names of all the parent(s)' employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and student ID number at the top.*

Employer's Name	2015 Amount Earned	IRS W-2 Attached?

## E. Parent's Other Information to be Verified

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### 1. SNAP (food stamps)

Check here if one of the persons listed in Section B of this worksheet received benefits from the Supplemental Nutrition Assistance Program (SNAP) (formerly known as food stamps) in 2015 or 2016. If asked by the student's school, I will provide documentation of the receipt of SNAP benefits during 2015 and/or 2016.

### 2. CHILD SUPPORT PAID

Check here if one (or both) of the student's parents listed in Section B of this worksheet paid child support in 2016. The parent has indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2016 for each child. If asked by the school, I will provide documentation of the payment of child support. *If more space is needed, attach a separate page with the student's name and student ID number at the top.*

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support was Paid	Amount of Child Support Paid in 2016

## F. Certification and Signatures

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Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student **AND** one parent must sign and date.

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date



2017-2018

V5 Identity and Statement of Educational Purpose
(To Be Signed at the Institution)

Office of Financial Aid
1300 S Country Club Road - El Reno, OK 73036
405-422-6250 - Fax: 405-422-1463

Name \_\_\_\_\_ SSN/Student ID \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Area Code and Number) \_\_\_\_\_

The student must appear in person at Redlands Community College to verify his or her identity by presenting 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 with the date it was received 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:

Statement of Educational Purpose

I certify that I \_\_\_\_\_ am the individual signing this
(Print Student's Name)

Statement of Educational 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 Redlands Community College for 2017-2018.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's ID Number)

Verified By: \_\_\_\_\_

\*\*\*\*If you are not able to complete this form in our office please contact us: Ph. (405) 422-6250\*\*\*\*