



Umpqua Community College
 Financial Aid Office
 PO Box 967
 Roseburg, Oregon 97470
 541.440.4602 | 541.440.4612 (FAX)
 FinancialAid@umpqua.edu

**2019-2020
 Verification Worksheet
 DEPENDENT**

Your 2019-2020 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 reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete and sign this verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. Student Information

Last Name _____ First Name _____ M.I. _____ Student ID _____
 Mailing Address _____ City _____ State _____ Zip _____
 Date of Birth _____ Email Address _____
 Phone Number _____ Alternate/Message Phone Number _____

B. Family Information

List the people in your parent(s)' household; include:

- ⇒ Yourself and your parent(s) (including step-parent) even if you don't live with your parent(s).
- ⇒ Your parent(s) other children, **if** (a) your parent(s) will provide more than half of their support from July 1, 2019 through June 30, 2020, or (b) the children would be required to provide parental information if they were completing a FAFSA for 2019-2020. Include children who meet either of these standards, even if a child does not live with the parents.
- ⇒ 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 from July 1, 2019 through June 30, 2020.

List **ALL** the people in your household (*Yourself, Mom, Dad, Brother, Sister etc.*) per the instructions above. Next, include the name of the college for any household member, **EXCLUDING THE NAME OF THE COLLEGE YOUR PARENT(S) ATTEND**, who will be enrolled, **at least half-time**, from July 1, 2019 through June 30, 2020 and will be enrolled in a degree, diploma or certificate program at an eligible postsecondary educational institution. **If you need more space, attach a separate page.**

Full Name	Age	Relationship	College
		SELF	UCC

DID SOMEONE PAY A BILL IN YOUR NAME OR GIVE YOU MONEY TO PAY A BILL?

C. Money Received or Paid on Your Behalf – List any money received or paid on your behalf and that is not reported elsewhere on this form. Enter total for 2017. Enter 0 if nothing to report. DO NOT LEAVE BLANK!

<u>Purpose:</u> e.g., Cash, Rent, Books, Bills	<u>Source:</u> e.g., Who Paid the Bill or Provided Support?	<u>Amount Received in 2017</u>
		\$
		\$
		\$



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How To Order A Tax Return Transcript

1. Get Transcript by **MAIL** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
2. Get Transcript **ONLINE** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
3. Automated Telephone Request – 1-800-908-9946
4. Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

D. Student and Parent(s)' Tax Forms

Instructions: The instructions below apply to each you and each parent included in the household. Notify the Financial Aid Office if your parent(s) filed separate IRS income tax returns for 2017 or they have had a change in marital status after December 31, 2017. Complete the sections below if you and/or your parent(s) **filed or will file** a 2017 income tax return. The best way to verify income is by using the IRS Data Retrieval Tool (DRT) that is part of the FAFSA. In most cases, no further documentation is needed to verify 2017 income information that was transferred into the FAFSA using the IRS DRT if that information was not changed by the FAFSA filer. If the DRT is not used, you will need to submit a copy of your 2017 IRS Tax Return Transcript to the Financial Aid Office.

STUDENT: Check only one box

- The student **has used** the IRS Data Retrieval Tool (DRT) in FAFSA to transfer 2017 IRS income tax return information into the student's FAFSA.
- The student **has not yet used** the IRS Data Retrieval Tool (DRT) in FAFSA to transfer 2017 IRS income tax return information into the student's FAFSA.
- The student is **unable or chooses not to use** the IRS Data Retrieval Tool (DRT) in FAFSA and will provide the school a 2017 IRS Tax Return Transcript.
- The student **was not required to file** 2017 IRS Income Tax Return.

PARENT(S): Check all boxes that apply

- My parent(s) **has/have used** the IRS Data Retrieval Tool (DRT) in FAFSA to transfer 2017 IRS income tax return information into the student's FAFSA.
- The parent(s) **has/have not yet used** the IRS Data Retrieval Tool (DRT) in FAFSA to transfer 2017 IRS income tax return information into the student's FAFSA.
- My parent(s) **is/are unable or chooses not to use** the IRS Data Retrieval Tool (DRT) in FAFSA and will provide the school a 2017 IRS Tax Return Transcript.
- My parent(s) **was/were not required to file** 2017 IRS Income Tax Return. *Fill out Form 4506-T at www.irs.gov and request Verification of Nonfiling. Once received, turn verification of Nonfiling in to the Financial Aid Office. See "How To Order A Tax Return Transcript" at top of this page.*

DO NOT COMPLETE THE SECTION BELOW (SEC. E) IF YOU FILED TAXES IN 2017.

E. Check the box that applies: (This section is for Nontax Filers Only)

- You and/or your parent(s) were not employed, and neither had income earned from work in 2017.**
 - Provide documentation from the IRS which is called the "Verification of Nontax Filing Transcript". You can obtain this document by filling out Form 4506-T. **OR**
- You and/or your parent(s) were employed in 2017 and have listed below the names of all employers, the amount earned from each employer in 2017, and have attached all W-2's or equivalent for 2017. Fill in the boxes below for you and/or your parent(s)**
 - Provide documentation from the IRS which is called the "Verification of Nontax Filing Transcript". You can obtain this document by filling out Form 4506-T.

STUDENT			PARENT		
Source of Income	2017 W2 Attached?	2017 Amount	Source of Income	2017 W2 Attached?	2017 Amount
Safeway (Example)	Yes	\$550.00	Safeway (Example)	Yes	\$550.00
		\$			\$
		\$			\$
		\$			\$



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Do not leave any spaces blank; enter "0" if nothing to report.

F. Student and Parent(s) Taxed/Untaxed Information		
STUDENT	Student and Parent(s) 2017 Additional Financial Information	PARENT
\$	Taxable earnings from need-based employment programs, such as Federal Work-Study and need based employment portions of fellowship assistantships.	\$
\$	Taxable student grant/scholarship aid reported to the IRS in your adjusted gross income . Includes AmeriCorps benefits, as well as grant/scholarship portions of fellowships and assistantships. (Line 7 of 1040 & 1040A – Line 1 of 1040EZ listed as "SCH")	\$
\$	Combat pay or special combat pay: Only enter the amount that was taxable and included in your adjusted gross income. Do not include the untaxed portion of combat pay.	\$
\$	Earnings from work under a cooperative education program offered by a college.	\$
STUDENT	Student and Parent(s) 2016 Untaxed Income	PARENT
\$	Payments to tax-deferred pension and savings plans (e.g., 401(k) or 403(b) plans) (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 form in boxes 12a through 12d, codes D, E, F, G, H, and S . Do not include amounts reported in code DD.	\$
\$	Child Support received for all children. Do not include foster care or adoption payments.	\$
\$	Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). Do not include the value of on-base military housing or the value of a basic military allowance for housing.	\$
\$	Veteran's non-education benefits such as Disability, Death Pension or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$
\$	Other untaxed income such as workers' compensation, disability benefits, and untaxed portions of health savings accounts, Do not include extended foster care benefits, student aid, Earned Income Credit, Additional Child Tax Credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income (SSI), Workforce Innovation and Opportunity Act (WIOA) educational benefits, on-base military housing or military housing allowance, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$

G. Unusual Circumstances – Please mark all that apply and supply appropriate documentation. If they don't apply, leave blank.	
Student &/or Parent Granted a Filing Extension by the IRS	Student &/or Parent Filed an Amended IRS Income Tax Return
<input type="checkbox"/> STUDENT <input type="checkbox"/> PARENT(S) You must provide to the Financial Aid Office: <ul style="list-style-type: none"> <input type="checkbox"/> A copy of the Form 4868 <input type="checkbox"/> A copy of the extension beyond the 6 month extension <input type="checkbox"/> Verification of Non-Filing Letter from IRS <input type="checkbox"/> W2's for each source of employment in tax year 2016 	<input type="checkbox"/> STUDENT <input type="checkbox"/> PARENT(S) You must provide to the Financial Aid Office: <ul style="list-style-type: none"> <input type="checkbox"/> 2017 IRS Tax Return Transcript <input type="checkbox"/> Signed copy of the 2017 IRS Form 1040X
	Student &/or Parent Victims of Tax-Related Identity Theft
Student &/or Parent Filed Non-IRS Income Tax Return If you or your parent filed a Non-IRS Income Tax Return, contact the Financial Aid Office for further instruction.	<input type="checkbox"/> STUDENT <input type="checkbox"/> PARENT(S) You must provide to the Financial Aid Office: <ul style="list-style-type: none"> <input type="checkbox"/> Tax Return DataBase View (TRDBV) from the IRS <input type="checkbox"/> Signed & dated statement by tax filer indicating they were a victim of IRS tax-related identity theft and that the IRS is aware of the incident.

By signing below, I certify that the above information is true and correct. I also understand that if I give false or misleading information, I may be fined up to \$20,000, sent to prison, or both.

Student Signature _____	Date _____
Parent Signature (Required) _____	Date _____