



2018-2019 V1 VERIFICATION WORKSHEET - DEPENDENT

Complete form in blue or black ink

Your 2018-2019 financial aid application was selected for verification. You and your parent(s) must complete and sign this worksheet, attach any required documents, and submit to the Mt. SAC Financial Aid Office. You may be asked for additional information. If you have any questions, contact the Financial Aid Office.

STEP 1: DEPENDENT STUDENT'S INFORMATION

Student's Last Name	Student's First Name	Student's M.I.	Student's Mt. SAC ID Number
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STEP 2: FAMILY INFORMATION

List the people considered to be in your parent(s) household, including:

- Yourself and your parent(s) or stepparent(s) even if you don't live with your parent(s)—If your parents are currently separated or divorced, then list ONLY the parent whose information you provided on the Free Application for Federal Student Aid (FAFSA)/CA Dream Act.
- Your parent's other children, even if they don't live with your parent(s), if (a) your parent(s) will provide more than half of their support from July 1, 2018 through June 30, 2019, or (b) the children would be required to provide parent information on the FAFSA/CA Dream Act.
- 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, 2018 through June 30, 2019.

First and Last Name of Household Member	Age	Relationship to Student	College/Trade School (if applicable)	Mt. SAC ID Number (if applicable)	Will enroll in college at least half-time? (YES/NO)
		Self	Mt. SAC	A#	

STEP 3: PARENT TAX INFORMATION (CHECK THE APPROPRIATE BOX – DO NOT LEAVE BLANK)

- Tax Filer** - Complete this section if you **filed** a 2016 Federal Tax Return with the Internal Revenue Services (IRS).
 - ☐ **You used** the IRS Data Retrieval Tool (DRT) at <https://fafsa.ed.gov/> (DRT is not available for CA Dream Act).
 - ☐ **You are unable to OR choose not to** use the IRS Data Retrieval Tool (DRT) and you are submitting a complete copy of **2016 Tax Return Transcript** (Tax forms 1040A, 1040EZ & 1040 are not acceptable). See Instructions Page.
- Non-Tax Filer** - Complete this section if you **did not and were not required to file** a 2016 Federal Tax Return with the Internal Revenue Services (IRS).
 - ☐ You must request a Verification of Non-filing Letter from the IRS and submit the non-filing letter to our office. Refer to the Instructions Page on how to obtain a non-filing letter from the IRS.
 - ☐ You were not employed and had no income from work during 2016.
 - ☐ You were employed in 2016 and list the name of all employers and amount earned from work from each employer below. Attach all copies of W-2 forms issued by your employer.

List every employer even if they did not issue a W-2 form. If more space is needed, attach a separate page.

Employer's Name/Source of Income	2016 Amount Earned
	\$
	\$
	\$

STEP 4: STUDENT TAX INFORMATION (CHECK THE APPROPRIATE BOX - DO NOT LEAVE BLANK)

- Tax Filer** - Complete this section if you **filed** a 2016 Federal Tax Return with the Internal Revenue Services (IRS).
 - ☐ **You used** the IRS Data Retrieval Tool (DRT) at <https://fafsa.ed.gov/> - (DRT is not available for CA Dream Act).
 - ☐ **You are unable to OR choose not to** use the IRS Data Retrieval Tool (DRT) and you are submitting a complete copy of **2016 Tax Return Transcript** (Tax forms 1040A, 1040EZ & 1040 are not acceptable). See Instructions Page.
- Non-Tax Filer** - Complete this section if you **did not and were not required to file** a 2016 Federal Tax Return with the Internal Revenue Services (IRS).
 - ☐ You were not employed and had no income from work during 2016.
 - ☐ You were employed in 2016 and list the name of all employers and amount earned from work from each employer below. Attach all copies of W-2 forms issued by your employer.

List every employer even if they did not issue a W-2 form. If more space is needed, attach a separate page.

Employer's Name/Source of Income	2016 Amount Earned
	\$
	\$
	\$

STEP 5: CERTIFICATION AND SIGNATURES

At least one parent must sign this form. By signing this worksheet, you certify that all information reported on this worksheet is complete and correct. If you purposely give false or misleading information, you may be fined, sentenced to jail, or both.

Student's Signature: _____
 Date: _____

Parent's Signature: _____
 Date: _____

DEPENDENT VERIFICATION INSTRUCTIONS PAGE

DO NOT RETURN THE INSTRUCTIONS PAGE TO OUR OFFICE. IT IS FOR YOUR REFERENCE ONLY.

TAX FILERS

2016 Internal Revenue Service (IRS) Tax Return Transcript may be obtained through the following options:

- Online Request: Go to the IRS Website at <https://www.irs.gov/>. Under **File**, click on **Individuals**, click on **Your Information**, click on **Tax Record (Transcript)**, and select either **Get Transcript Online** or **Get Transcript by Mail**. Be sure to request the **Return Transcript** and NOT the Account Transcript, and select **2016** in the Tax Year field
- Telephone Request: Call 1-800-908-9946
- Paper Request Form: IRS Form 4506T-EZ or IRS Form 4506-T

NON-TAX FILERS

If your parent(s) worked in 2016 and did not file a 2016 IRS Tax Return, your parent(s) must submit a copy of:

- W-2 form(s) for each source of employment income received for 2016, and
- Your Parent's IRS Verification of Non-Filing Letter:
 1. Go to the IRS Website at <https://www.irs.gov/>.
 2. Search for and download: Form 4506-T
 3. Complete lines 1 through 4 as instructed on page 2 of Form 4506-T.
 4. Line 3: Enter the non-tax filer's name and address where the IRS will send the verification of non-filing letter. **Do not have the IRS Verification of Non-Filing letter mailed directly to the college.**
 5. Line 7: Select the checkbox on the right hand side for Verification of Non-filing.
 6. Line 9: Enter 12/31/2016 to request the verification of non-filing letter for the correct period.
 7. In the signature section, read the attestation and check the checkbox.
 8. Form 4506-T must be signed and dated by the non-tax filer listed on line 1a or 2a, including their phone number.
 9. Mail the form to the IRS at the appropriate address listed in the middle column on page 2 of Form 4506-T. **Do not submit the IRS Form 4506-T to Mt. San Antonio College.**
 10. After you receive the **Verification of Non-Filing letter** from the IRS, submit the letter to Mt. San Antonio College's Financial Aid Office with your Mt. SAC Student ID Number written on the top front page of the Verification of Non-Filing letter.

IMPORTANT THINGS TO KNOW

- You may submit documents in person at the Financial Aid Office in the Student Services building (9B).
- You may also submit via mail to:

Mt. San Antonio College
Financial Aid Office
1100 N. Grand Avenue
Walnut, CA 91789
- Verification deadline dates are available on the financial aid website at:
<http://www.mtsac.edu/financialaid/resources/policies/verification.html>
- You may check the status of your financial aid by logging onto your Mt. SAC student portal.
- Keep copies of all forms submitted.