

Baltimore City Community College 2018–2019 Verification Worksheet

Batch _____

Your application was selected by the U.S. Dept. of Education for a review process called “verification” (34 CFR, Part 668). This process requires BCCC to compare the information from your FAFSA with the information provided on this form and with signed copies of your **2016 IRS Tax Return Transcript** (and your spouse’s, if you are married, or parents’ if you are considered dependent for federal aid purposes) **and W-2 forms**. If there are differences between your application and the documents you submitted, corrections may need to be made. **We cannot process your financial aid until verification has been completed, so please provide the required documents within 10 days of receipt of this letter.** Note: Students have 120 days from their last date of attendance at BCCC to complete verification. This means that financial aid cannot be awarded to you after this timeframe.

A. Student’s Information

Student’s Last Name	Student’s First Name	Student’s M.I.	Student’s 9-Digit ID Number
Student’s Street 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

B. Student’s Family Information

- Independent Students:** List the people in **your household**, include: (a) **yourself** and your spouse if you have one, and (b) your children, **if you will provide more than half** of their support from July 1, 2018 through June 30, 2019, and (c) other people **if they now live with you and you 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.**
- Dependent Students:** List the people in **your parents’ household**, include: (a) **yourself and your parent(s)** (including stepparent) even if you don’t live with your parents; and (b) your parents’ other children, even if they don’t live with your parent(s), **if (1) your parents provide more than half** of their support from July 1, 2018 through June 30, 2019, **or (2) the children would be required to provide parental information when applying for Federal student aid, and (c) other people if they now live with your parents, and your parents 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.**

List the people in your household below. Also, if any household member, excluding parent(s), will be enrolled at least half-time in a degree, diploma, or certificate program, at a post-secondary educational institution between July 1, 2018 and June 30, 2019, include the name of their college. *If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>	<i>Baltimore City Community College</i>	

C. Student’s Income Information to Be Verified

1. TAX RETURN FILERS—**Important Note:** If the student and/or spouse filed, or will file, an amended 2016 IRS tax return, the student must contact the financial aid administrator before completing this section.

Instructions: Complete this section if the student and/or spouse, filed or will file a 2016 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 the student has not already used the tool, go to FAFSA.gov, log in to the student’s FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into the student’s FAFSA. It takes up to three 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 to transfer 2016 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 2016 IRS income information into the student’s FAFSA once the student has filed a 2016 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 **2016 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 “Get transcript of your tax records”, or call 1-800-908-9946. Make sure to request the “IRS tax return transcript” and not the “IRS tax account transcript.” You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2016 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.*
- Check here if the student’s IRS tax return transcript is attached to this worksheet.*

2. TAX RETURN NONFILERS—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 and/or spouse was not employed and had no income earned from work in 2016.
- The student and/or spouse was employed in 2016 and has listed below the names of all the employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is attached. Attach copies of all 2016 IRS W-2 forms issued 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 Social Security Number at the top.*

Employer’s Name	2016 Amount Earned	IRS W-2 Attached?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

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 2016 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 2016 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 the student’s parent(s) has not already used the tool, the parent and the student should go to FAFSA.gov, log in to the student’s FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into the student’s FAFSA. It takes up to three 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 whether or how to use the IRS Data Retrieval Tool see the student’s financial aid administrator.*

Check the box that applies:

- The student’s parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2016 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 has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2016 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 has transferred IRS information into the student’s FAFSA.*
- The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student’s school a copy of the parent’s **2016 IRS tax return transcript(s)**—not photocopies of the income tax return. *To obtain an IRS tax return transcript go to www.IRS.gov and click on the “Get transcript of your tax records”, or call 1-800-908-9946. Make sure you order the “IRS tax return transcript” and not the “IRS tax account transcript.” The parent will need his or her Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2016 IRS tax return was filed). It takes up to three weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper tax return filers. If the parents are married, and separate 2015 tax returns were filed, 2016 IRS tax return transcripts must be submitted for each parent.*
- Check here if an IRS tax return transcript(s) is attached to this worksheet.*

2. TAX RETURN NONFILERS—complete this section if the student’s parent(s) will not file and is not required to file a 2016 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 2016.
- The parent(s) was employed in 2016 and has listed below the names of all the parent’s employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is attached. Attach copies of all 2016 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 Social Security Number at the top.*

Employer’s Name	2016 Amount Earned	IRS W-2 Attached?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

E. Independent Student/Dependent Parent’s Other Information to Be Verified

1. Did someone in the student’s/parent’s household (listed in Section B) receive benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2015 or 2016 calendar years?

Yes No

If one of the persons listed in Section B of this worksheet received SNAP benefits in 2015 or 2016, **please provide documentation of the receipt of SNAP benefits during 2015 and/or 2016.**

2. Complete this section if one of the student’s parents paid child support in 2016.

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 you need more space, attach a separate page that includes the student’s name and Social Security 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
<i>Marty Jones</i>	<i>Chris Smith (example)</i>	<i>Terry Jones</i>	<i>\$6,000.00</i>

F. Certification and Signatures

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

**Incomplete forms and verification documents will be returned!
 Don’t forget to attach W-2 forms to the IRS Tax Transcript.
 If you used the IRS Data Retrieval Tool, you still need to submit W-2 forms from all employers.**