



2014-2015 Verification Worksheet Federal and State Student Aid Programs

DEPENDENT

Your application was selected for review in a process called "Verification". In this process, the Financial Aid Office will be comparing information from your FAFSA or CA Dream Application (if AB540) with an IRS 2013 Federal Tax Return Transcript, W-2 forms and other documents provided by you and your parents. Under the law, the college has the right to ask you for this information before awarding federal and state aid.

Complete this verification form and submit it to the Financial Aid Office (SF110) as soon as possible, so that your financial aid won't be delayed.

If there are differences between your application information and your financial documents, the Financial Aid Office will make the corrections electronically to have your information reprocessed.

What you should do

1. If required, request a 2013 tax return transcript or proof of non-filing for you and your parents from the IRS. Instructions for requesting the tax return transcript and proof of non-filing are included.
2. Fill in and sign the worksheet.
3. **Do not leave any section blank.** If you or your parents did not receive income from one of the sources of untaxed income, put a "0" for the amount.
4. Submit the completed worksheet, IRS tax return transcript, and any other documents listed on your "To Do List" on [MyGCC](#) to the Financial Aid Office.

If additional information is required, you will be notified via email.

The Financial Aid Office must review the requested information, under the financial aid program rules (34 CFR, Part 668).

A. Family Information

List the people in your parents' household, include:

- yourself
- your parents, even if you don't live with them (if married or unmarried and living together, include both parents; if remarried, include your stepparent; if divorced or separated, only include the parent whose information you provided on your FAFSA)
- your parents' other children (even if they don't live with your parents) if your parents will provide more than half of their support from July 1, 2014 through June 30, 2015
- 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, 2014 through June 30, 2015

Write the names of all household members. Also write in the name of the college for any household member, who will be attending college at least half-time between July 1, 2014 and June 30, 2015, and will be enrolled in a degree or certificate program. If you need more space, attach a separate page.

First and last name of family member	Age	Relationship to Student	Will enroll in COLLEGE in at least 6 units in 2014-2015 year?	Name of COLLEGE the person will attend in 2014-2015 school year	If GCC student, list ID# (REQUIRED)
			<input type="checkbox"/> YES <input type="checkbox"/> NO		
			<input type="checkbox"/> YES <input type="checkbox"/> NO		
			<input type="checkbox"/> YES <input type="checkbox"/> NO		
			<input type="checkbox"/> YES <input type="checkbox"/> NO		
			<input type="checkbox"/> YES <input type="checkbox"/> NO		
			<input type="checkbox"/> YES <input type="checkbox"/> NO		

B. Student's Housing Information (check only ONE box)

- I live with my parents.
- I live with a friend or relative (other than my parents) and I do not pay rent.
- I live by myself or with roommates and I pay \$ _____ per month for mortgage/rent.

C. Student's Tax Forms and Income Information (all applicants)

1. Check one box only. Tax returns include the 2013 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return.
 I did file a 2013 Federal tax return (if the Student 2013 Tax Transcript is listed on your "To Do List" on MyGCC as a required item, the tax transcript and your 2013 W-2's must be attached).
 I did not file and am **not required** to file a 2013 Federal tax return (a letter of non-filing from the IRS may be required).
2. List below any money you received from sources either in the United States or another country. **Do not list any income included on your 2013 Federal Tax Return.** Include all other sources of income (such as part-time work, babysitting, etc.). If you did not receive income from one of the sources of untaxed income, put a "0" for the amount.

<u>SOURCES OF UNTAXED INCOME</u>	<u>2013 AMOUNT</u> Jan. 1 through Dec. 31, 2013
Income from Work (not reported on your tax return) _____ (sources/employers)	\$ _____
Money from Foreign Governments, Foreign Income, Relatives and/or Friends	\$ _____
Other: _____	\$ _____

D. Parents' Tax Forms and Income Information

1. Check one box only. Tax returns include the 2013 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return.
 I/we did file a 2013 Federal tax return (if the Parents' 2013 Tax Transcript is listed on your "To Do List" on MyGCC as a required item, the tax transcript and your parents' 2013 W-2's must be attached).
 I/we did not file and am **not required** to file a 2013 Federal tax return (a letter of non-filing from the IRS may be required).
2. List below any money your parents received from sources either in the United States or another country. **Do not list any income included on their 2013 Federal Tax Return.** Include all other sources of income used to pay their living expenses. If your parents did not receive income from one of the sources of untaxed income, put a "0" for the amount.

<u>SOURCES OF UNTAXED INCOME</u>	<u>2013 AMOUNT</u> Jan. 1 through Dec. 31, 2013
Income from Work (not reported on their tax return) _____ (sources/employers)	\$ _____
Child Support (due to divorce or separation)	\$ _____
Money from Foreign Governments and/or Foreign Income	\$ _____
Other (such as CAPI, disability etc.): _____	\$ _____

E. Explanation

If your parents' income is low, you must explain how all family living expenses were met in 2013. If more room is needed, use a separate sheet of paper.

F. Sign this Worksheet

CERTIFICATION: I certify that all information on this form is true, complete, and accurate. Upon request, I agree to provide proof of the information reported on this form. False statements or misrepresentation can be cause for denial, reduction, withdrawal, and/or repayment of financial aid. I give permission to the Financial Aid Office to make corrections/adjustments to data on my FAFSA or CA Dream Application based on forms and/or documents submitted.

Student's Signature

Date

Parent's Signature

Date

FINANCIAL AID OFFICE
IRS Request for 2013 Transcript of Tax Return or Proof of Non-Filing

If you or your parents filed a 2013 federal tax return with the IRS, you may be eligible to use the IRS Data Retrieval Tool*, which is the best and easiest way to provide accurate tax information. With just a few simple steps you can view information from your or your parents' IRS tax return and transfer that information directly into your 2014-2015 [FAFSA](http://fafsa.gov) (fafsa.gov). If you transfer the data from the IRS to your FAFSA, you will not be required to provide transcripts of tax returns. Once our office receives verification that the information was retrieved from the IRS (and remains unchanged), the IRS Tax Transcript requirement will be waived. This option is only available for married parents if they filed a joint tax return.

**The IRS Data Retrieval Tool option is currently not available for students who completed the CA Dream Application. You must provide a copy of the 2013 Transcript of Tax Return from the IRS.*

A separate transcript is needed for each tax return filed

If listed on your "To Do" list on [MyGCC](#) you and your parents are required to provide a 2013 Transcript of Tax Return or Proof of Non-Filing from the IRS to verify information provided on your FAFSA or CA Dream Application (if AB540). A **transcript of tax return** shows most line items from your federal tax return (Form 1040, 1040A or 1040EZ) as it was originally filed, including any accompanying forms and schedules. It does not reflect any changes you, your tax preparer or the IRS made after the return was filed. **If your parents are married but filed separate federal tax returns in 2013, we need a tax transcript or proof of non-filing for each parent.** If you and/or your parents are not eligible or choose not to use the IRS Data Retrieval Tool you have several options for providing this information.

- Obtain a tax transcript or letter of non-filing online at IRS.gov. Click on "[Get Transcript for My Tax Records](#)" and then click on "Get Transcript ONLINE". Provide the required information to create an account and then click on "2013" under "**Return Transcript**". Bring in a printout of the tax transcript or letter of non-filing once it is displayed on your screen.

Online requests can also be processed if you want the transcript mailed to you. Click on "[Get Transcript for My Tax Records](#)" and then click on "Get Transcript by MAIL". Provide the required information and select "Return Transcript" for Type of Transcript and "2013" for Tax Year. The tax transcript or letter of non-filing will be sent to the address on file with the IRS, and you should allow 5-10 days to receive it. Online requests cannot be processed if you need the transcript mailed to an address other than the one the IRS has on file for you.

OR

- If you are unable to use the "Get Transcript" website, fill out the [Request for Transcript of Tax Return](#) (Form 4506-T). Go to the IRS website at <http://www.irs.gov/pub/irs-pdf/f4506t.pdf> and complete the form. For tax transcripts check box #6a. For proof of non-filing check box #7. For question #9 enter "2013". Be sure the taxpayer signs the bottom of the page where it says "Sign Here". The form must be printed and mailed to the appropriate IRS address found under "**If you lived in or your business was in**" on page 2 of the 4506-T or it can be faxed to **(559) 456-5876**. You can expect your transcript to be sent within 5 to 10 days from the time the IRS receives your signed request.

OR

- If you need information from other IRS forms, such as Form W-2 or Form 1099, you can use the [Request for Transcript of Tax Return](#) (Form 4506-T). Go to the IRS website at <http://www.irs.gov/pub/irs-pdf/f4506t.pdf> and complete the form. Check box #8 and for question #9 enter "2013". Be sure the taxpayer signs the bottom of the page where it says "Sign Here". The form must be printed and mailed to the appropriate IRS address found under "**Chart for individual transcripts (Form 1040 series and Form W-2 and Form 1099)**" on page 2 of the 4506-T or it can be faxed to **(559) 456-5876**. You can expect your transcript to be sent within 5 to 10 days from the time the IRS receives your signed request.

OR

- Call the IRS at **(800) 908-9946** and order a Transcript of Tax Return or Proof of Non-Filing for 2013.