



Your financial aid application was selected for review in a process called verification. In this process we will be comparing information from your FAFSA to copies of your 2018 Federal tax information. Under the financial aid program rules (CFR Title 34, Part 668), the college has the right and obligation to ask you for this information before we can award you financial aid. We cannot process your financial aid application without these documents.

What you need to do:

1. Complete this worksheet.
2. The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you, the student, have not already used the tool, go to www.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 2018 IRS income tax information into your FAFSA.
3. Submit the completed worksheet to the Office of Financial Aid. If the student is unable to use the IRS Data Retrieval Tool in FAFSA on the Web, an official 2018 IRS tax return transcript (not a photocopy of the income tax return) may be submitted. To obtain an IRS tax return transcript, call 1.800.908.9946, or obtain one online at www.IRS.gov. Under "Tools," select "Get Transcript of Your Tax Records." You may either retrieve the transcript online, or elect to have it mailed to your home address. Make sure you request the "Tax **Return** Transcript," not the Account Transcript.
4. You may submit a copy of your 2018 tax return and all schedules. If you did not keep a copy of your tax return, request a copy from your tax preparer or you may request a copy from the Internal Revenue Service (IRS).

1) STUDENT INFORMATION

Last Name _____ First Name _____ Middle Initial _____

Social Security # or Student ID # _____ Date of Birth _____

Address (include apartment or unit #) _____

City _____ State _____ Zip _____ Phone Number _____

2) INDEPENDENT STUDENT'S FAMILY INFORMATION

List the people in your household, including:

- yourself, and your spouse if you are married, and;
- your children, if you will provide more than half of their support from July 1, 2020 through June 30, 2021, even if they do not live with you, and;
- 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, 2020 through June 30, 2021. Documentation may be required.

Write names of all household members in the space(s) below. Also write in the name of the college for any household member who will be attending college at least half time (6+ credits) between July 1, 2020 and June 30, 2021, and will be enrolled in a degree, diploma, or certificate program. If they attend Oakland Community College, please include their student ID number. If you need more space, attach a separate page.

Full Name	Age	Relationship	Name of College to be Attended 7/1/20 – 6/30/21 Must be enrolled at least half time (6+ credits)
		Self	Oakland Community College

If you need more space, attach a separate page. **Turn over and complete other side.**

3) FILING STATUS AND INCOME EARNED FROM WORK

Did you, the student, file a federal tax return for 2018? Yes No

Did you, the student, earn money from working in 2018? Yes No

If you worked, but were not required to file taxes, provide copies of your 2018 W-2s. If you worked for cash, and did not receive a W-2, provide a signed statement with the type of job(s) you did, and your 2018 earnings.

Did your spouse, if married, file a federal tax return for 2018? Yes No

Did your spouse, if married, earn money from working in 2018? Yes No

If your spouse worked, but was not required to file taxes, provide copies of all 2018 W-2s. If your spouse worked for cash and did not receive a W-2, they must provide a signed statement with the type of job(s) they did, and their 2018 earnings.

Note: Verification of non-filing must be provided if you did not file and were not required to file.

4) VERIFICATION OF 2018 INCOME INFORMATION FOR STUDENT NON-TAX FILERS

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and **are not required** to file a 2018 income tax return with the IRS.

Check one:

Student was not employed and had no income from work in 2018.

Student (and spouse, if applicable) was employed in 2018 and **did not file taxes**, and is not required to file a tax return. Please complete the table below. You are **required** to attach copies of all 2018 IRS W-2 forms issued to you your spouse if not filing a federal tax return. List every employer, even if they did not issue an IRS W-2 form. **Must provide Verification of Non-filing Letter from IRS for both student and spouse.**

Employer's Name	2018 Amount Earned	Is IRS W-2 Attached?
		Yes No
		Yes No
		Yes No

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2019 that indicates a 2018 IRS income tax return was not filed with the IRS or other relevant tax authority.

5) UNTAXED INCOME

Did you or anyone in your household receive the following benefits in 2018 or 2019?

Temporary Assistance for Needy Families (TANF) / Cash Welfare Benefits	Yes	No
Supplemental Nutrition Assistance Program (SNAP) / Food Stamps	Yes	No
Social Security Benefits	Yes	No
Supplemental Security Income (SSI)	Yes	No

6) CERTIFICATION

By signing this worksheet, you certify that you:

- 1) will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education,
- 2) are not in default on a federal student loan or have made satisfactory arrangements to repay it,
- 3) do not owe money back on a federal student grant or have made satisfactory arrangements to repay it,
- 4) will notify your school if you default on a federal student loan, and
- 5) will not receive a Federal Pell Grant for more than one school for the same period of time.

By signing this worksheet you agree, if asked, to provide information that will verify the accuracy of your completed FAFSA. This information may include your federal or state income tax forms. Also, you certify that you understand that the Secretary of Education has the authority to verify information reported on this application with the Internal Revenue Service and other federal agencies. By signing this worksheet, you certify that all of the information reported on it is complete and correct.

For non-tax filers: by signing this form, you confirm that you were not required to file federal income taxes, per IRS guidelines.

If you purposely give false or misleading information on this worksheet, you may be fined \$20,000, sentenced to jail, or both.

Student Signature _____

Date _____

Print Student Name _____

Student ID # _____