

2019-2020 Verification Worksheet Federal Student Aid Programs

Independent Your application was selected for review in a process called "verification." **WHAT YOU MUST DO BEFORE FINANCIAL AID CAN BE AWARDED TO YOU**

1. **If you and your spouse used the IRS Tax Retrieval process when completing your FAFSA and did not make any changes to that information, a 2017 tax transcript is not necessary.**
2. If you and your spouse did not use the IRS Tax Retrieval process or you made changes after the IRS Retrieval was used, contact the IRS at www.irs.gov or call 1-800-829-1040 to obtain a 2017 transcript. **YOU MUST REQUEST A TAX RETURN TRANSCRIPT FROM THE IRS.**
3. **Complete all sections (do not leave anything blank) and sign the worksheet.** You and your spouse must sign the worksheet.
4. Submit all required documents to the Office of Financial Aid.
5. If you or your spouse did not file or are not required to file an IRS 1040, you and your spouse must affirm that you are not required to file an IRS 1040 and include a copy of 2017 W-2 Forms from all employers. (See section "C" and "D")

A. Student Information (Please print or type)

<i>Last Name</i>	<i>First Name</i>	<i>M.I.</i>	<i>Social Security Number</i>
------------------	-------------------	-------------	-------------------------------

<i>Address (include apt. #)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
---------------------------------	-------------	--------------	-----------------

<i>Date of Birth</i>	<i>E-mail Address</i>	<i>Phone Number (include area code)</i>
----------------------	-----------------------	---

B. Family Information

List the people in your household, include:

- You and your spouse
- Your children if you will provide more than half of their support from July 1, 2019 through June 30, 2020 even if they don't live with you
- 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, 2019 through June 30, 2020

Write the names of ALL household members. Also write in the name of the college for any family member who will be attending college at least half-time between July 1, 2019 and June 30, 2020, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age/Date of Birth	Relationship	College Attending in 2019-20
Example: Martha Jones	23/3-1-1996	Self	City University

C. STUDENT - COMPLETE ONLY IF YOU WILL NOT FILE AND ARE NOT REQUIRED TO FILE

I ATTEST THAT I HAVE NOT FILED AN IRS 1040 FOR 2017 AND I AM NOT REQUIRED TO FILE AN IRS 1040 FOR 2017. I HAVE ATTACHED ALL OF THE W-2 FORMS I RECEIVED FOR 2017.

D. SPOUSE - COMPLETE ONLY IF YOU WILL NOT FILE AND ARE NOT REQUIRED TO FILE

I ATTEST THAT I HAVE NOT FILED AN IRS 1040 FOR 2017 AND I WAS NOT REQUIRED TO FILE AN IRS 1040 FOR 2017. I HAVE ATTACHED ALL OF THE W-2 FORMS I RECEIVED FOR 2017.

E. Additional Income

Both tax filers and non-tax filers must list any untaxed income received in 2017.

Be sure to enter zeros if no funds were received.

Failure to complete this section will delay the processing of your verification.

Applicants with no taxable income, no earned income, or no untaxed income as reported in Section E may be required to submit additional forms and/or documentation showing how living expenses were met.

STUDENT	Calendar Year 2017	SPOUSE
\$	Payments to tax-deferred pensions and savings plans (paid directly or withheld from earnings) including, but not limited to, amounts reported on W-2 Form Box 12a through 12d, codes D, E, F, G, H, and S. Do not include amounts reported in code DD.	\$
\$	Untaxed portion of pensions from IRS Form 1040 (line 16a minus line 16b) or 1040A (line 12a minus line 12b). Exclude rollovers. If negative, enter a zero here.	\$
\$	Untaxed portion of IRA Distributions from IRS Form 1040 (line 15a minus line 15b) or 1040A (line 11a minus line 11b). Exclude rollovers, if negative, enter a zero here.	\$
\$	Tax exempt interest income from 1040 line 8b or 1040A line 8b.	\$
\$	Veterans non education benefits, such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$
\$	IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS Form 1040- line 28 + line 32 or 1040A line 17	\$
\$	Child support received for any of your children. DO NOT include foster care or adoption payments.	\$
\$	Other untaxed income such as workers' compensation, disability, etc. Also include the untaxed portions of health savings accounts from IRS Form 1040 line 25. Don't include extended foster care benefits, student aid, earned income credit, additional child tax credit, welfare payments, Workforce Investment Act educational benefits, on-base military housing or a 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.	\$
\$	Untaxed Social Security benefits and/or Supplemental Security Income (SSI).	\$
\$	Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). Don't include the value of on-base military housing or the value of a basic military allowance for housing.	\$
\$	Distributions to you (the student beneficiary) from a 529 plan that is owned by someone other than you or your parents (such as grandparents, aunts, uncles, and non-custodial parents).	\$
\$	Money received, or paid on your behalf (e.g. bills), not reported elsewhere on this form.	\$

F. Sign This Worksheet

By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and correct. **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

Spouse's Signature

Date

Return by mail or fax to:

CCAD One-Stop Student Services

60 Cleveland Ave., Columbus OH 43215

P 614.222.3295 F 614.222.4034 financialaid@ccad.edu

Revised 9.21.2018