



**2019-2020 Verification  
Worksheet Independent Student**

**A. Independent Student Information**

Student's Last Name	First	M.	CC ID#
Student's Street Address			Student's Date of Birth
City, State	Zip		Student's E-mail Address
Student's Home Phone			Student's Cell Phone

**B. Number of Household Members and Number in College**

List below the people in the student's household. Include:

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of their support from July 1, 2019, through June 30, 2020, even if the children do not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of their support and will continue to provide more than half of their support through June 30, 2020.

For any household member who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2019, and June 30, 2020, include the name of the college.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>	<i>Columbia College</i>	<i>Yes</i>

*Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.*

### C. Verification of 2017 IRS Income Tax Return Information for Students

**Important Note:** The instructions below apply to the *student and spouse*, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2017 or had a change in marital status after the end of the 2017 tax year on December 31, 2017.

**Instructions:** Complete this section if the student and spouse filed or will file a 2017 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2017 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

**Check the box that applies:**

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2017 IRS income tax return information into the student's FAFSA once the 2017 IRS income tax return has been filed.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2017 Federal Tax Return(s)** (signature not required).

If the student and spouse filed separate 2017 IRS income tax returns, the IRS DRT cannot be used and the **2017 Federal Tax Return(s)** must be provided for both.

\_\_\_\_\_ Check here if a **2017 Federal Tax Return(s)** is provided.

\_\_\_\_\_ Check here if a **2017 Federal Tax Return(s)** will be provided later.

- The student and/or spouse did not file taxes. Proceed to Section D to complete Proof of non-filing status.

**D. Proof of Non-filing Status- Student and Spouse**

**Instructions:** Complete this section only if you or your spouse did **NOT** file 2017 taxes.

**Either I, or my spouse, worked and filed a joint 2017 tax return.**

If you were able to check the above box as true, please proceed to Section E. You do not need to provide Non-filing Status information.

2017 Tax Requirements for dependents and independents.

Filing Status	Minimum Gross Income (under 65)	Minimum Gross Income (over 65)
Single	\$10,400.00	\$11,950.00
Head of Household	\$13,400.00	\$14,950.00
Married filing jointly	\$20,800.00	\$22,050.00 (one spouse) \$23,300.00 (both spouses)
Married filing separately	\$4,050.00	\$4,050.00
Widow(er) w/ Dependent Child	\$16,750.00	\$18,000.00
Dependent Child	\$6,350.00	-

**Any non-filing member of the family must submit proof of non-filing status from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2017 IRS income tax return was not filed with the IRS or other relevant tax authority. To obtain a 2017 Proof of Non-filing visit <https://www.irs.gov/individuals/get-transcript>, or call 1-800-908-9946.**

**If you worked in 2017 but did not file taxes copies of your 2017 W2(s) and 2017 Proof of Non-filing Letter must be submitted with this form.**

1. **Student Section:** Please check the statement(s) that applies:

- I worked in 2017 but I did not make enough to file. Copies of the 2017 W2(s) must be submitted.
- I did not work in 2017.
- My spouse worked in 2017 but did not make enough to file. Copies of the 2017 W2(s) must be submitted.
- My spouse did not work in 2017.

I understand that federal law requires me to file taxes if I made over the minimum amount listed in the tax table above. I certify that I did not meet filing requirements and was not required to file taxes for 2017. I understand that certifying false information on this document is an act of perjury and can result in loss of aid eligibility as well as legal consequences.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **E. Verification of 2017 IRS Income Tax Return Information for Individuals with Unusual Circumstances**

### **Individuals Granted a Filing Extension by the IRS**

If an individual is required to file a 2017 IRS income tax return and has been granted a filing extension by the IRS, provide the following documents:

- A copy of IRS Form 4868, “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,” that was filed with the IRS for tax year 2017;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2017; and
- A copy of IRS Form W-2 for each source of employment income received for tax year 2017 and, if self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2017.

### **Individuals Who Filed an Amended IRS Income Tax Return**

If an individual filed an amended IRS income tax return for tax year 2017, provide one of the following:

- A **2017 Federal Tax Return** (that will only include information from the originals signed tax return), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; *or*
- IRS DRT information on an ISIR record with all tax information from the original tax return; *or*
- A signed copy of the 2017 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

### **Individuals Who Were Victims of IRS Identity Theft**

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; *and*
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

### **Individuals Who Filed Non-IRS Income Tax Returns**

- A tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico and the U.S. Virgin Islands may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.
- A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information.
- A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.

**Certification and Signature  
(Independent Student)**

**F. Certification and Signature**

Each person signing below certifies that all of the information reported is complete and correct.

<b>WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.</b>
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\_\_\_\_\_

Print Student's Name

\_\_\_\_\_

Student's SSN Number

\_\_\_\_\_

Student's Signature (Required)

\_\_\_\_\_

Date

\_\_\_\_\_

Spouse's Signature (Optional)

\_\_\_\_\_

Date