

## DEPENDENT VERIFICATION WORKSHEET

(2018-2019 Academic Year – V1, V5)

2800 S Lone Tree Rd • Flagstaff, AZ 86005-2701 • PH: 928-226-4219 • FAX: 928-226-4110 • finaid@coconino.edu

<b>CCC ID#</b>	<b>Last Name</b>	<b>First Name</b>	<b>MI</b>
<b>Mailing Address</b>		<b>City</b>	<b>State</b> <b>Zip Code</b>
<b>Telephone No. (include area code)</b>		<b>Email Address</b>	

Your financial aid file was selected for a process called verification. Department of Education Regulation 34 CFR, Part 668 requires colleges to compare your household's 2016 financial documentation with the information provided on your Free Application for Federal Student Aid (FAFSA). This process must be completed before CCC can award you financial aid. If there are differences between your FAFSA and your financial documents, CCC will correct your FAFSA. We may require additional documentation if we have reason to believe the information on this form is inaccurate or incomplete.

Instructions for Section A:

**Dependent Students** (If you **were** required to report your parent's information on the FAFSA)

1. List yourself and your parent(s), including legal stepparent, even if you do not live with your parent(s).
2. List your parent(s) other children, even if they do not live with your parent(s) if your parent(s) will provide more than half of their support from July 1, 2018 through June 30, 2019.
3. List other people currently living with your parent(s) for whom they will provide more than half of their support from July 1, 2018 through June 30, 2019.
4. If you are unsure of who to list, please call us at 928-226-4219 so we can assist.

**SECTION A.** Complete this chart about the people in your household. Follow the above instructions carefully.

Household Member's First Name and Last Name	Age	Relationship (to the student)	College Attending in 2018-19 (if applicable)	Will this person be enrolled at least half time in a degree, diploma or certificate program? Y/N
		Self	Coconino Community College	

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### Instructions for Section B:

#### **SECTION B. Tax Status and Requirements for Student:** *Check the box below that applies.*

- The student **used** the IRS Data Retrieval Tool to transfer 2016 IRS income information onto the FAFSA.  
*Skip to Section C.*
- The student **did not** use the IRS Data Retrieval Tool on the FAFSA. **You must attach an official 2016 IRS Tax Return Transcript.**  
*Skip to Section C.*
- The student **worked but was not required to file** a 2016 Federal Income Tax Return.  
*Complete the chart below AND attach copies of your 2016 W-2's.*

Employer(s) in 2016	2016 Income
	\$
	\$
	\$

*Skip to Section C.*

- The student did **not** work in 2016 and is **not** required to file a tax return.

### Instructions for Section C:

#### **SECTION C. Tax Status and Requirements for Parents:** *If you were required to report parent information on the FAFSA, check the box below that applies.*

- The parent(s) **used** the IRS Data Retrieval Tool for to transfer 2016 IRS income information onto the FAFSA.  
*Skip to Section D.*
- The parent(s) **did not** use the IRS Data Retrieval Tool. **Parents must attach an official 2016 IRS Tax Return Transcript (not an account transcript).**  
*Skip to Section D.*
- The parent(s) **worked but were not required to file** a 2016 Federal Income Tax Return. Complete the chart below and **attach copies of your parents 2016 W-2's and the IRS Non-Filing Letter for the 2016 tax year.**

Employer(s)	2016 Income
	\$
	\$
	\$

- The parent(s) did **not** work in 2016 and are **not** required to file a tax return. **Attach a copy of the IRS Non-Filing Letter for the 2016 tax year.** On the line below, explain how your parent(s) financially supported the family in 2016. They may be asked for supporting documentation.

#### **SECTION D.** Sign this Worksheet

Each person signing this form certifies that all the information reported on it is complete and correct. The student and at least one parent must sign this form. If the student's parents are separated / divorced, the parent whose information is on the FAFSA must sign. *I certify that information provided on this form is true and complete to the best of my knowledge. Purposely giving false or misleading information may result in a delay or denial of my federal financial aid and I may be fined up to \$20,000, sent to prison or both.*

Student \_\_\_\_\_

Date \_\_\_\_\_

Parent (Required for dependent students) \_\_\_\_\_

Date \_\_\_\_\_