

## INDEPENDENT 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, we 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:

**Independent Students** *Instructions for Section A:*

1. List yourself (and your spouse if you are legally married).
2. List your children (if you will provide more than half of their support from July 1, 2018 through June 30, 2019, even if the child does not live with you).
3. List other people currently living with you (only if you 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 instructions below it 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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## SECTION B. Tax Status and Requirements for Student: *Check the box below that applies.*

- Student **used** the IRS Data Retrieval Tool to transfer 2016 IRS income information onto the FAFSA.  
*Skip to Section C.*
- 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.*
- Student (and/or spouse) **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. Independent students must also attach an IRS Non-Filing Letter for the 2016 tax year.**

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

*Skip to Section C.*

- Student 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** and on the line below explain how you financially supported yourself in 2016. You may be asked for supporting documentation.

## SECTION C. Tax Status and Requirements for the Spouse of Student: *If you are legally married, you are required to report spouse's information on the FAFSA, check the box below that applies.*

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

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

- Spouse did **not** work in 2016 and is **not** required to file a tax return. **Attach a copy of the IRS Non-Filing Letter for the 2016 tax year** and on the line below explain how you financially supported yourself in 2016. You 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 must sign and date. *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

\_\_\_\_\_  
Spouse (Signature Optional)

\_\_\_\_\_  
Date