



COLUMBIA COLLEGE

Tyson's Main Campus
 8620 Westwood Center Dr.
 Vienna, VA 22182
 Tel. 703-206-0508
 Fax. 703-206-0488

Centreville Extension
 5940 Centreville Crest Lane
 Centreville, VA 20121
 Tel. 703-266-0508

Silver Spring Extension
 12125 Veirs Mill Road
 Silver Spring, MD 20906
 Tel. 301-929-0565

2018-2019 V1 Independent Standard Verification Worksheet

Your **2018–2019 Free Application for Federal Student Aid (FAFSA)** was selected for review in a process called **verification**. The law says that before awarding Federal Student Aid, **Columbia College Office of Student Financial Aid (CC OSFA)** may ask you to confirm the information **you (and your spouse, if married)** reported on your FAFSA. To verify that you provided the correct information, CC OSFA will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. **You (and your spouse, if married), whose information was submitted on the FAFSA, must complete and sign this worksheet, attach any required documents, and submit this form and the required documents to CC OSFA.** After a review of the information you submit, the CC OSFA may still ask for additional information. If you have questions about verification, contact the CC OSFA as soon as possible so that the processing of your financial aid will not be delayed.

A. Student's Information

			XXX-XX-
Last Name	MiddleInitial	First Name	Social Security Number
Street Address (Include APT. #)			DateOf Birth(MM/DD/YYYY)
City	State	ZipCode	Primary Phone
EmailAddress			

B. Student's Family Information

List the members of your household below. Be sure to include:

- **Yourself** on the first line below.
- **Your spouse, if you are married.** (In accordance with the Defense of Marriage Act (DOMA), same sex couples must report their marital status as married if they were legally married in a state or other jurisdiction (foreign country) that permits same-sex marriage, without regard to where the couple resides).
- **Your children (if any) and your spouse's children, if you and/or your spouse will provide more than half of their support from July 1, 2018 through June 30, 2019, even if the children do not live with you.**
- Other people if they now live with you and you and/or your spouse provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

In the space below, please include the information about any household member who is, or 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, 2018 and June 30, 2019** and include the name of the college. *If more space is needed, attach a separate sheet of paper.*

First and last name of family member	Age	Relationship to student	Name of college the person will attend <u>at least half-time</u> between 07/01/18 – 06/30/19:
		Self	Columbia College

Note: The CC OSFA may require additional documentation if there is reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

Student Name: _____

C. Student's Income Information to Be Verified

• **TAX RETURN FILERS**

***IMPORTANT:** If you (or your spouse, if married) filed, or will file, an extension, an amended or foreign 2016 IRS tax return, please contact the CC OSFA before completing this section.

***INSTRUCTIONS:** Complete this section if you (and spouse, if married), filed or will file a **2016 income tax return with the IRS**. *The best way to verify income is by using the IRS Data Retrieval Tool when applying for FAFSA. If you have not already used the tool, you should go to 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 2016 IRS income tax information into your FAFSA. In most cases, for electronic IRS tax return filers, it takes two to three weeks for IRS income information to be available for the IRS Data Retrieval Tool, and six to eight weeks for paper IRS tax return filers. If you need more information about how to use the IRS Data Retrieval Tool, contact 1-800-4FED-AID (or 1-800-433-3243).*

Check the box that applies:

I have used the IRS Data Retrieval Tool in the FAFSA to transfer my (and my spouse's, if married) **2016 IRS income information** into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.

I have not yet used the IRS Data Retrieval Tool in the FAFSA, but I will use the tool to transfer my (and, if married, my spouse's) **2016 IRS income information** into my FAFSA once I have filed a **2016 IRS tax return**.

See the instructions above for the information on how to use the IRS Data Retrieval Tool. The CC OSFA cannot complete the verification process until the IRS information has been transferred into your FAFSA.

I am unable or choose not to use the IRS Data Retrieval Tool in the FAFSA and I will submit to the CC OSFA a **2016 IRS tax return transcript**—not a photocopy of the income tax return—

To obtain a 2016 IRS tax return transcript, go to www.irs.gov, and under "Tools", click on the "Get a Tax Transcript" link; or call 1-800-908-9946. You may also download the Apple or Google IRS Apps online or submit a Paper Request IRS Form 4506T-EZ or 4506-T. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS. the (address should be the one that you used when the 2016 IRS tax return was filed). **If you are married, and you and your spouse filed 2016 tax returns separately, a 2016 tax return transcript must be submitted for both you and your spouse.**

A 2016 IRS tax return transcript is attached to this worksheet.

A 2016 IRS tax return transcript will be submitted to the CC OSFA later. The CC OSFA cannot complete the process of your financial aid until the IRS tax return transcript has been submitted to the CCOSFA.

• **TAX RETURN NONFILERS**

Complete this section if you (and your spouse, if married), will not file and is not required to file a **2016 income tax return** with the IRS.

Check the box that applies:

I (and my spouse, if married) was not employed and had no income earned from work in **2016**.

I (and/or my spouse, if married) was employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is attached. **Attach the copies of all 2016 IRS W-2 forms issued to you (and to your spouse, if married).** *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate sheet of paper.*

Employee's name (e.g. You and/or your spouse)	Employer's name	Amount earned in 2016	IRS W-2 attached? Y/N
Total amount of income earned from work:	\$		

Note: The CCOSFA may require you to provide the documentation from the IRS that indicates your 2016 IRS income tax return was not filed with IRS.

Student Name: _____

D. Student's Other Information to Be Verified

1. Complete this section if the member(s) in your household (listed in Section B) received benefits from the **Supplemental Nutrition Assistance Program (SNAP)** or **food stamps** any time **during the 2016 or 2017 calendar years**.

*SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (or 1-800-433-3243).

Indicate the total amount of SNAP benefits received in 2016 and/or 2017 for any member of your household:

\$ _____ 2016 \$ _____ 2017

Note: If the CC OSFA has reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, additional documentation will need to be requested from the agency that issued the SNAP benefits in 2016 and/or 2017.

2. Complete this section if you (and/or your spouse, if married) paid child support in 2016:

I (and/or my spouse, if married) listed in Section B paid child support in 2016. I have indicated below the name of the person who paid the child support and the name of the person to whom the child support was paid, the name(s) and age (s) of the children for whom child support was paid, and the total annual amount of child support that was paid in 2016 for each child. If asked by the CC OSFA, you may need to provide additional documentation of the payment of child support. *If you need more space, attach a separate sheet of paper.*

Name of person who paid child support	Name of person to whom child support was paid	Name of child for whom support was paid	Age of child	Amount of child support paid in 2016
<i>Ex. Joe Jones</i>	<i>Jane Doe</i>	<i>Jake Jones</i>	<i>15</i>	<i>\$6,000</i>

Note: The CC OSFA may require additional documentation if there is reason to believe that the information regarding child support paid is inaccurate.

E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on this form is complete and correct.

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

The student (and his or her spouse, if married) must sign and date below.

Student's Signature

Date

Spouse's Signature

Date

Submit this worksheet to the CC OSFA.

You should make a copy of this worksheet for your records.