



**What you should do now:**

Your 2018-19 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, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school 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. Your school may ask for additional information.

- Collect you and your parent(s)' financial documents – 2016 IRS Tax Return Transcript (if you/they filed), IRS 2016 W-2 Forms (if you/they will not file).
- Complete and sign the worksheet—you and your parent must sign.
- Submit the completed worksheet, tax transcripts, and any other documents requested to the financial aid office.
- Your financial aid administrator will compare information on this worksheet and your tax documents with the information you submitted on your FAFSA application. You or your school may need to make corrections electronically.

**If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.**

**A. Dependent Student's Information (Please PRINT)**

Student Last Name	Student First Name	MI	Student SSN or WHC ID#
Student Mailing Address	City/State	Zip Code	Student Date of Birth
			Student Phone Number

**B. Dependent Student's Household Size Information**

List below the people in your household. Include:

- Yourself, even if you don't live with your parent(s).
- Your parents, including stepparent if your parent re-married.
- Your parents' other children (even if they do not live with your parents) if your parents will provide more than 50% of their support between July 1, 2018 and June 30, 2019, or any children who would need to include parental information when completing the FAFSA.
- Other people who are now living with your parents for which your parents provide more than 50% of their support and will continue to provide more than half of their support between July 1, 2018 and June 30, 2019.

Please include the name of the college for any household member who is, or will be, enrolled in at least half time (6 units) in a degree, diploma, or certificate program at an eligible college between July 1, 2018, and June 30, 2019.

Note: **DO NOT** Include the following:

- Foster siblings
- Any child your parents (or you ) are paying child support for

Full Name	Age	Relationship	College (if attending)	Enrolled at Least Half Time (yes/no)
		Self	West Hills College	

*If more space is needed, attach a separate page with your name and SSN/WHC ID# at the top.*

**C. Parent's Tax and Income Information**

**Important Note:** The section below applies to the student and their parent(s). Notify the Financial Aid Office if your parents filed separate IRS income tax returns for 2016 or had a change in marital status after the end of 2016.

**Did your parent(s) work in 2016?**

**No**, neither of my parents worked in 2016. **Parents who do not file a 2016 IRS income tax return are required to provide a "Verification of Nonfiling Letter" from the IRS by submitting IRS Form 4506-T and checking box 7 or by calling 1-800-908-9946.**

Please explain how your parent(s) met basic living expenses during 2016 and then skip to Section D. For example, if they receive subsidized housing, financial aid, live off savings, etc. Please attach a separate page if necessary.

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**Yes**, one or both of my parent(s) worked in 2016. *(Please go on to the next question)*

**Did your parent(s) file taxes in 2016?**

**No**, my parent(s) was/were not required to file in 2016. **Parents who do not file a 2015 IRS income tax return are required to provide a "Verification of Nonfiling Letter" from the IRS by submitting IRS Form 4506-T and checking box 7 or by calling 1-800-908-9946.**

Please list below the names of all employers in 2016 and the amount earned. 2016 IRS W-2 Forms must be provided if your parent(s) did **not** file a 2016 IRS tax return.

Name of Employer(s)	Amount Earned in 2016	IRS W-2 Attached?
	\$	
	\$	
	\$	
	\$	

**Yes**, one or both of my parent(s) was/were required to file in 2016 *(Please choose one of the options below and answer the question on the next page about working wages.)*

**Parent Submitted Or Will Submit 2016 IRS Tax Transcript**

Check one:

FAFSA application at [www.fafsa.gov](http://www.fafsa.gov) and use the IRS Data Retrieval Tool.

OR

Request a 2016 Tax Return Transcript from the IRS one of four ways:

- Go online to [www.irs.gov](http://www.irs.gov) and click on the "Get Your Tax Record" box
- IRS2Go App – Apple: <https://itunes.apple.com/us/app/irs2go/id414113282?mt=8>  
Google Play at <https://play.google.com/store/apps/details?id=gov.irs>
- Call 1-800-908-9946
- Visit an IRS Field Office
  - Fresno – 2525 Capitol St., (559) 444-2044

**Be Sure to Request the "Return Transcript", NOT the "Account Transcript".**

**Note:** If the parent and spouse filed separate 2016 IRS income tax returns, **2016 IRS Tax Return Transcripts** must be provided for each.

**Financial Aid Awards may be delayed if we do not receive ALL required documentation**

### Parent 2016 Income from Work

List below your parent(s) income earned from working (wages, salaries, tips, etc.). This information may be on the W-2 forms, or on the IRS Form 1040-Line 7+12+18+Box 14(Code A) of IRS Schedule K-1 (Form 1065); 1040A-Line 7; or 1040EZ-Line 1.

Do not include income received from unemployment since it is not earned from working.

Parent 1 earnings from working in 2016	Parent 2 earnings from working in 2016
\$	\$

#### D. Student's Tax and Income Information

### Did you, the student, work in 2016?

- No, I did not work in 2016. *(STOP. Please skip to Section E.) Student may be required to provide a "Verification of Nonfiling Letter" from the IRS.*
- Yes, I did work in 2016. *(Please go on to the next question)*

### Did you, the student, file taxes in 2016?

- No, I was not required to file in 2016. *You may be required to provide a "Verification of Nonfiling Letter" from the IRS. (Please answer just this first question.)*

Please list below the names of all employers in 2016 and the amount earned. IRS W-2 Forms must be provided if you did **not** file a 2016 IRS tax return.

Name of Employer(s)	Amount Earned in 2016	IRS W-2 Attached?
	\$	
	\$	
	\$	
	\$	

- Yes, I was required to file in 2016. *(Please choose one of the options below)*

Student Submitted Or Will Submit 2016 IRS Tax Transcript

**Check one:**

- FAFSA application at [www.fafsa.gov](http://www.fafsa.gov) and use the IRS Data Retrieval Tool.
- OR
- Request a 2016 Tax Return Transcript from the IRS one of four ways:
  - Go online to [www.irs.gov](http://www.irs.gov) and click on the "Get Your Tax Record" box
  - IRS2Go App – Apple: <https://itunes.apple.com/us/app/irs2go/id414113282?mt=8>  
Google Play at <https://play.google.com/store/apps/details?id=gov.irs>
  - Call 1-800-908-9946
  - Visit an IRS Field Office
    - Fresno – 2525 Capitol St., (559) 444-2044

**Be Sure to Request the "Return Transcript", NOT the "Account Transcript".**

#### E. Parent's Child Support Paid

Student's Name: \_\_\_\_\_ SSN/WHC ID#: \_\_\_\_\_

**Did one (or both) of your parents pay child support in 2016? (Skip if not applicable)**

Yes, and I have listed below the names of the persons who paid the child support, the person child support was paid to, the names of children for whom child support was paid, and the total amount paid in 2016 for each child.

Name Of Person Who <u>Paid</u> Child Support	Name Of Person To Whom Child Support Was Paid	Name Of Child For Whom Support Was Paid	Amount Of Child Support Paid In 2016
			\$
			\$
			\$

**NOTE:** If we have reason to believe that the information regarding child support paid is inaccurate, we may require additional documentation, such as:

- A signed statement from the individual receiving the child support certifying the amount of child support received; or
- Copies of the child support payment checks, money order receipts, or similar records of electronic payments made.

**F. Dependent Student's Parents' Receipt of SNAP Benefits Certification Statement**

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**Did anyone in your parents' household receive food stamp benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) anytime during 2016 or 2017? For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3243)**

Yes, and if asked I will provide documentation from the agency that issued the SNAP benefits in 2016 or 2017.

**NOTE:** If we have reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, we may require documentation from the agency that issued the SNAP benefits in 2016 or 2017.

**G. Certification and Signature**

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I certify that all of the information reported on this worksheet is complete and correct. I am aware that if I purposely give false or misleading information on this worksheet, I may be fined, sentenced to jail, or both. Both student and parent must sign this worksheet.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date