



**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 spouse's (if you are married) financial documents – 2016 IRS Tax Return Transcript (if you filed), IRS 2016 W-2 Forms (if you will not file).
- Complete and sign the worksheet—you and your spouse if applicable.
- 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. Independent Student's Information (Please PRINT)**

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

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

List below the people in your household. Include:

- Yourself
- Any children for which you will provide more than 50% of their support from July 1, 2018 through June 30, 2019.
- Your spouse, if you are married. *Students who are separated/divorced should not list their ex-spouses.*
- Other people who live with you and who receive more than 50% of their support from you, now and through 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 children
- Any child you (or your spouse) 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. Independent Student's Tax and Income Information**

**Did you work in 2016?**




**No**, I did not work in 2016. *You 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 you met basic living expenses during 2016 and then skip to Section D. For example, if you receive subsidized housing, financial aid, live off savings, etc. Please attach a separate page if necessary.

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**Yes**, I did work in 2016. *(Please go on to the next question)*

**Did you file taxes in 2016?**




**No**, I was not required to file in 2016. *You 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 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".**

**NOTE:** If the student and spouse filed separate 2015 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**

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

**D. Independent Student's Child Support Paid**

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**Did you or your spouse (if married) 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 Paid 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.

**E. Independent Student's Receipt of SNAP Benefits Certification Statement**

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**Did anyone in your 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.

**F. Spouse's Tax and Income Information**

**Important Note:** The section below applies to the student's spouse, if the student is married. Students who are separated or divorced **do not** need to include ex-spouse's information. Notify the Financial Aid Office if you and your spouse filed separate IRS income tax returns for 2016 or if you had a change in marital status after the end of 2016.

**Did your spouse work in 2016?**

- No, my spouse did not work in 2016. **Your spouse is 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. (STOP. Please skip to Section G and Sign.)**
- Yes, my spouse did work in 2016. (Please go on to the next question.)

**Did your spouse file taxes in 2016?**

- No, my spouse was not required to file in 2016. **Your spouse is 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 answer just this first question)**

Please list below the names of all employers for your spouse 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, my spouse was required to file in 2016 and filed separately or was jointly included on my tax return. (Please choose one of the options below)

**Spouse 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".**

**G. Certification and Signature**

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. The student must sign this worksheet.

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

Date \_\_\_\_\_

Spouse Signature (optional) \_\_\_\_\_

Date \_\_\_\_\_