



Your 2019-20 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.

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

What you should do now:

- Collect you and your parent(s)' financial documents – 2017 IRS Tax Return Transcript (if you/they filed), IRS 2017 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.

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	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' 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, 2019 and June 30, 2020, or any children who would need to include parental information when completing the FAFSA.
- Your parents, including stepparent if your parent re-married.
- 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, 2019 and June 30, 2020.

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, 2019, and June 30, 2020.

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 (Y/N)
		Self	West Hills College	

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

Student's Name: _____, _____ SSN/WHC ID#: _____

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 2017 or had a change in marital status after the end of 2017.

C. Parent's Tax and Income Information

Did your parent(s) work in 2017?

No, neither parent was employed, and neither parents had income from work in 2017. Parents who do not file a 2017 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 2017 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.

Yes, one or both of my parent(s) worked in 2017. (Please go on to the next question)

Did your parent(s) file taxes in 2017?

No, my parent(s) was/were not required to file in 2017. Parents who do not file a 2017 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 2017 and the amount earned. 2017 IRS W-2 Forms must be provided if your parent(s) did not file a 2017 IRS tax return.

Name of Employer(s)	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2017
		\$
		\$
		\$
Total Amount of Income Earned from Work		\$

Yes, one or both of my parent(s) was/were required to file in 2017 (Please choose one of the options below and answer the question on the next page about working wages.)

Parent Submitted Or Will Submit 2017 IRS Tax Transcript Check one:

- OR
- FAFSA application at www.fafsa.gov and use the IRS Data Retrieval Tool.
 - Request a 2017 Tax Return Transcript from the IRS one of the following ways:
 - Get Transcript by Mail – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." (Generally within 10 business days from IRS receipt)
 - Get Transcript Online – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." The User must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
 - Call 1-800-908-9946 (Generally within 10 business days from IRS receipt)
 - Paper Request – IRS Form 4506T-EZ or IRS Form 4506-T. (Generally within 10 business days)
 - Visit – IRS Field Office, Fresno 2525 Capitol St (559) 444-2044 (Must make appointment)

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

Note: If the parent and spouse filed separate 2017 IRS income tax returns, 2017 IRS Tax Return Transcripts must be provided for each.

Student's Name: _____, _____ SSN/WHC ID#: _____

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

Parent 2017 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 2017

Parent 2 earnings from working in 2017

\$ _____

\$ _____

D. Student's Tax and Income Information

Did you, the student, work in 2017?

- No, I did not work in 2017. (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 2017. (Please go on to the next question)

Did you, the student, file taxes in 2017?

- No, I was not required to file in 2017. 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 2017 and the amount earned. IRS W-2 Forms must be provided if you did not file a 2017 IRS tax return.

Name of Employer(s)	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2017
		\$
		\$
		\$
Total Amount of Income Earned from Work		\$

- Yes, I was required to file in 2017. (Please choose one of the options below)

Student Submitted Or Will Submit 2017 IRS Tax Transcript Check one:

- FAFSA application at www.fafsa.gov and use the IRS Data Retrieval Tool.

OR

- Request a 2017 Tax Return Transcript from the IRS one of the following ways:
 - Get Transcript by Mail – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." (Generally within 10 business days from IRS receipt)
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