



**DEPENDENT VERIFICATION**

Your federal aid application (FAFSA) was selected for a review process called “verification.” The financial aid office will compare your FAFSA with the information on this form and any other required documents. If there are differences, your FAFSA information may need to be corrected. The financial aid office will make any necessary corrections to your FAFSA using the documents you provide. [Federal regulations give the financial aid office authority to request this information before awarding federal aid (34 CFR, Part 668). This includes Federal Direct Student & Parent (PLUS) loans.]

1. You and at least one parent listed on the FAFSA must complete and submit this form, along with any other required documents, to the financial aid office. Read the instructions below for each Section to determine the appropriate answers/action.
2. **Refer to “Your Eligibility Requirements” on the Financial Aid tab in your Banner account or your JCC Request for Information (RFI) letter** to determine what you must submit with this Verification Form. After a financial aid representative reviews your information you could be asked to submit additional documentation.
3. **Do not make changes to your FAFSA at this time.**

**SECTION A. Student Information**

**Student’s name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**SECTION B. Family Information:** List the name and age of all household members as defined below. Also include the name of the college for any household member, other than parent(s), who will be enrolled at least half time in an undergraduate degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2017 and June 30, 2018.

**Who should be included in household?**

- Yourself
- Your parent(s), including step-parent (if applicable,) even if you don’t live with them. Do not include your non-custodial parent.
- Your parent(s) other children if your parent(s) will provide more than half of their support from July 1, 2017, through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017-18. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2018.

Full name of each household member	Age	Relationship to student	Attending College	Name of college If attending at least half-time in 2017-18
		<i>I am the student</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Jamestown Community College</i>
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Check this box and attach a separate page with student’s name and JCC ID number at the top if more space is needed.

**JCC Financial Aid Office | PO Box 20 | Jamestown, NY 14702-0020**  
**Jamestown 716.338.1009 | 1.800.388.8557 ext 1009 | Olean 716.376.7512 | 1.800.388.8557 ext 7512**  
**FAX 716.338.1459 | EMAIL [financialaid@mail.sunyjcc.edu](mailto:financialaid@mail.sunyjcc.edu)**  
 We recommend you mail your documents via the US Postal Service to protect your personal information.

**SECTION C. Student Income Information:**

Check the appropriate box. See Pages 3 and 4 for instructions to provide 2015 tax filing information.

- The student filed a 2015 federal tax return and used the IRS Data Retrieval Tool in FAFSA on the Web. (Note: IRS Data Retrieval Tool is not available as of March 2017.)
- The student filed a 2015 federal tax return. **Attach a 2015 IRS Tax Return Transcript (preferred) OR a SIGNED copy of your 2015 federal tax return.**
- The student was not employed and had no income earned from work in 2015.
- The student was employed or earned income from work in 2015 but did not file and is not required to file a 2015 federal tax return. **Attach copies of all W-2 forms received. Student will answer the question below and provide information as necessary.**

Did the student earn income in 2015 for which he/she did not receive a W-2?  NO  YES If YES, complete the box below:

Source of earned income for which student did not receive a W-2	Amount Earned in 2015

Check this box and attach a separate page with student's name and JCC ID number at the top if more space is needed.

**SECTION D. Parent Income Information:**

Check the appropriate box. See Pages 3 and 4 for instructions to provide 2015 tax filing information.

- Parent(s) filed a 2015 federal tax return used the IRS Data Retrieval Tool in FAFSA on the Web. (Note: IRS Data Retrieval Tool is not available as of March 2017.)
- Parent(s) filed a 2015 federal tax return. **Attach a 2015 IRS Tax Return Transcript (preferred) OR a SIGNED copy of 2015 federal tax return for parent(s).**
- Parents are *unmarried and living together* OR *married* and filed separate 2015 federal tax returns. **Attach 2015 IRS Tax Return Transcripts (preferred) OR SIGNED copies of 2015 federal tax returns for parents.**
- Parent(s) were not employed and had no income earned from work in 2015.
- Parent(s) were employed or earned income from work in 2015 but did not file and are not required to file a 2015 Federal tax return. **Attach copies of all W-2 forms received. Parent(s) will answer the question below and provide information as necessary.**

Did parent(s) earn income in 2015 for which they did not receive a W-2?  NO  YES If YES, complete the box below:

Name of parent	Source of earned income for which parent(s) did not receive a W-2	Amount Earned in 2015

Check this box and attach a separate page with student's name and JCC ID number at the top if more space is needed.

**SECTION E. Certification:**

*I certify that all information provided in this document is true, complete and accurate. I understand that if I purposely give false or misleading information I may be fined, sentenced to jail, or both.*

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OPTION 1 – Submit a Tax Return Transcript – Preferred

### How to request a Tax Return Transcript Online – Get a Tax Transcript at [www.irs.gov](http://www.irs.gov)

#### What you need to Get Transcript Online:

- Social Security Number • date of birth • mailing address from your latest tax return • tax return filing status • access to your email account • personal account number from a credit card, mortgage, home equity loan, or car loan • a mobile phone with your name on the account

1. Click “Get Transcript Online” and follow prompts to create an account.
2. Select **Tax Return Transcript for 2015**.
3. Download and print transcript. You may need to disable your computer’s pop-up blocker.
4. Submit transcript to the Financial Aid office.

#### What you need to Get Transcript by Mail:

- Social Security Number or ITIN • date of birth • mailing address from your latest tax return

1. Provide the requested information. The IRS uses your SSN, date of birth, and the address used to file your tax return to verify your identity.
2. Under “Type of Transcript”, select **Return Transcript**. Under “Tax Year”, select **2015**.
3. You can expect to receive your tax return transcript by mail in 5-10 days at the address on your 2015 tax return.
4. Submit transcript to the Financial Aid office.

### How to request a Tax Return Transcript by phone – Automated Telephone Request 1-800-908-9946

1. Follow the automated prompts to enter the primary tax filer’s Social Security Number and the numbers of the street address as filed on the 2015 tax return.
2. Select “Option 2” to request a “Return Transcript.” Enter “2015” for the year. *Do not select “Option 1” for an “Account Transcript”; this document is not a complete record of the tax return.*
3. If your request is successful, the message on the telephone will indicate that the IRS has accepted your request.
4. You can expect to receive your tax return transcript in 5-10 days at the address on your 2015 tax return.
5. Submit the transcript to the Financial Aid Office.

## OPTION 2 – Submit a SIGNED copy of your 2015 Federal Tax Return

### FORM 1040 – FORM 1040A – FORM 1040EZ

Changes enacted by the Department of Education on 4/24/2017 allow us to accept signed copies of 2015 federal tax returns to verify tax information reported on the 2016-17 and 2017-18 FAFSA applications.

**Submit a copy of your 2015 Federal Tax Return.** *Form 1040/1040A – Pages 1 and 2; Form 1040EZ – Page 1.*  
**SIGN your tax return in the signature area.** *Form 1040/1040A – Sign on Page 2; Form 1040EZ – Sign on Page 1*

**Do not submit your state tax return.**  
**Unsigned taxes will not be accepted.**

## INSTRUCTIONS FOR SPECIAL SITUATIONS

**Amended Returns** - If you filed an amended tax return, you must submit a 2015 IRS Tax Return Transcript or a signed copy of your 2015 Federal Tax Return, and a signed copy of your Form 1040-X, "Amended U.S. Individual Income Tax Return."

**Victims of IRS Identity Theft** - A victim of IRS identity theft who is not able to obtain a 2015 IRS Tax Return Transcript must contact the IRS at 1-800-908-4490 to receive a printout of the tax return transcript by mail. Submit this printout along with a signed statement indicating that you were a victim of IRS tax-related Identity theft and that the IRS has been made aware of the tax-related identity theft to the financial aid office.

**Non-IRS Income Tax Returns** - An individual who filed a 2015 income tax return with Guam, Northern Mariana Islands, Puerto Rico, or the U.S. Virgin Islands may provide a signed copy of the 2015 income tax return. An individual who filed a 2015 income tax return with American Samoa must provide a tax return transcript from the taxing authority. An individual who filed a 2015 income tax return with a foreign tax authority but provide a tax return transcript from the taxing authority unless the taxing authority charges a fee to obtain the transcript. In that case, provide documentation that there is a fee along with a signed copy of the 2015 income tax return.