

DEPENDENT VERIFICATION

SECTION A. Student Information

Student's name: _____ Phone: _____

Address: _____

SECTION B. Household and Number in College: *See page 3 for who to include in household and number in college.*

Full name of each household member	Age	Relationship to student	Name of college (if attending at least half-time in 2016-17)
		<i>I am the student</i>	<i>Jamestown Community College</i>

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 C. Student's Income Information:

Tax Return Filers: *Check the appropriate box and see Page 4 for instructions to provide 2015 tax information.*

- I filed a 2015 federal tax return and I used the IRS Data Retrieval Tool in FAFSA on the Web.
- I filed a 2015 federal tax return and did not use the IRS Data Retrieval in FAFSA on the Web. Instead, I am attaching a 2015 IRS Tax Return Transcript.
- I have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to transfer 2015 tax return information to my FAFSA.

Non-Filers: *Check the appropriate box below. If you did work in 2015, provide source(s) and amount of income.*

- I did **not** work in 2015.
- I **did** work in 2015 but I will not file and am not required to file a 2015 federal tax return. ***I am attaching copies of all W-2 forms received.***

Did you earn income in 2015 for which you did not receive a W-2? NO YES

If YES, complete the box below:

Source of earned income for which you 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.

IMPORTANT: Do not submit copies of 2015 1040/1040A/1040EZ! Read instructions on Page 4.

SECTION D. Parent Income Information:

Tax Return Filers: Check the appropriate box and see Page 4 for instructions to provide 2015 tax information.

- Parent(s) filed a 2015 federal tax return and used the IRS Data Retrieval Tool in FAFSA on the Web.
- Parent(s) filed a 2015 federal tax return and did not use the IRS Data Retrieval in FAFSA on the Web. Instead, parent(s) are attaching a 2015 IRS Tax Return Transcript.
- Parent(s) have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to transfer 2015 tax return information to the student's FAFSA.
- Parents are *unmarried and living together* OR *married* and filed separate 2015 federal tax returns. We are attaching *two* 2015 IRS Tax Return Transcripts – one for each parent.

Non-Filers: Check the appropriate box below. If you did work in 2015, provide sources and amount of income.

- Parent(s) did **not** work in 2015.
- Parent(s) **did** work in 2015 but will not file and are not required to file a 2015 Federal tax return. **My parent(s) are attaching copies of all W-2 forms received.**

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

Source of earned income for which you 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:** _____

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
 We recommend you mail your documents via the US Postal Service to protect your personal information.

Dependent Verification Form Instructions

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** other than to use the IRS Data Retrieval Tool.

SECTION A: Student Information Print neatly so we are able to match your information to your file; provide a phone number where you can be reached in case we have additional questions.

SECTION B: Household and Number in College

Who should be included in household and number in college?

- Yourself and your parent(s) (including a stepparent) even if you don’t live with your parent(s).
- Your parent(s) other children if your parent(s) will provide more than half of their support from July 1, 2016, through June 30, 2017, or if the other children would be required to provide parental information if they were completing a FAFSA for 2016-17. 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, 2017.
- **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, 2016 and June 30, 2017.

Which parent should I be reporting on this form (and the FAFSA)?

For federal student aid purposes, “parent” means your legal (biological or adoptive) parent or stepparent, or a person that the state has determined to be your legal parent. Refer to the following for help on reporting parental information.

1. ***Are your parents married to each other?*** If yes, then both parents information should be reported on the FAFSA and on this form. ***If no, then answer question 2.***
2. ***Do your parents live together?*** If yes, both parents information should be reported on the FAFSA and on this form, even if they were never married, are divorced, or are separated. ***If no, then answer question 3.***
3. ***Did you live with one parent more than the other over the past 12 months?*** If yes, then report information on the FAFSA for the parent you lived with more. Also, if this parent remarried, you will need to report information for your stepparent on the FAFSA. ***If no***, then report information on the FAFSA for the parent who provided more financial support over the past 12 months or in the last year you received support. Also, if this parent remarried, you will need to report information for your stepparent on the FAFSA.

The following people are not your parents unless they have legally adopted you:

- Grandparents • Widowed Stepparent • Foster Parents • Legal Guardians • Older Brothers or Sisters • Aunts or Uncles

Dependent Verification Form Instructions (continued)

SECTIONS C and D: Income Information

If you and/or your parent(s) checked the box indicating that you/they did work but were not required to file, you must attach copies of all W-2 forms received. If you and/or your parent(s) earned income for which you/they did not receive a W-2, you must complete the form to provide detail of the income earned. If more space is required, attach a separate paper with Student's JCC ID number and the wage earner, employer information, and amount earned in 2015.

How do I provide 2015 tax return information for verification?

The best way to verify income is by using the **IRS Data Retrieval Tool (DRT)** that is part of the FAFSA on the Web. If you have not already used the tool, go to www.fafsa.gov, log in and select "Make FAFSA Corrections." In the Financial Information section of the form, follow the instructions to determine if you are eligible to use the IRS DRT to transfer 2015 IRS income tax information into your FAFSA. You should be able to use the IRS DRT within 2-3 weeks after filing your return. Both the student and parent, if dependent, should use the DRT.

If you are unable or choose not to use the IRS DRT, you **must** obtain an IRS tax return transcript (***copies of your original Form 1040 tax return are not acceptable for verification purposes***). In most cases, for electronic filers, a 2015 IRS Tax Return Transcript is available from the IRS within 2-3 weeks after filing. If you filed a paper return, expect 8-11 weeks for your transcript to be available. See the table below for more information about when your tax information should be available.

To request an IRS tax return transcript, go to www.irs.gov and click the "Get a Tax Transcript" link. Use the Social Security Number and date of birth of the first person listed on the 2015 tax return and the address on file with the IRS (normally the address used on your 2015 IRS tax return). If you are having difficulty retrieving your data you can check the correct format of your address at www.usps.com. Click on "Look Up a ZIP Code" and follow instructions to retrieve your address. Make sure you request the "**Tax Return**" transcript and **not** the "Tax Account" transcript.

If you are unable or choose not to use the DRT and cannot order your tax return transcript at www.irs.gov, you must call the IRS at 1-800-908-9946 to receive a transcript by mail.

The IRS will mail the tax return transcript to the address on the tax return. Provide the transcript to the financial aid office along with your Verification Form.

When will 2015 tax return information be available for IRS DRT or a Tax Return Transcript?

	<i>Electronic Tax Filers:</i>	<i>Paper Tax Filers:</i>
You expect a refund	Within 3 weeks of filing	Within 8-11 weeks of filing
You paid a balance due with return	Within 3 weeks of filing	Mid-July
You paid a balance due after filing	Within 4 weeks of final payment	Mid-July
You still owe a balance to the IRS	Mid-June	Mid-July

Special Situations:

Amended Returns - If you filed an amended tax return, you must submit a 2015 IRS Tax Return Transcript, 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 or use the IRS DRT must contact the IRS at 1-800-908-4490 to receive a printout of the tax return 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 or will file a 2015 income tax return with Puerto Rico, another U.S. territory, or with a foreign country must provide a signed copy of the 2015 income tax return.