Bucks County Community College
2018–2019 Verification Worksheet
Dependent Student - V1

Your 2018–2019 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 and your parents reported on your FAFSA. To verify that you provided correct information, the Financial Aid office at Bucks 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. You and at least one parent must complete and sign this worksheet, submit the form and other required documents to the Financial Aid Office **within 21 days** of receipt of this form. If you have questions about verification, contact the Financial Aid Office as soon as possible so that your financial aid will not be delayed.

A. Dependent Student's Information:

_____ _____
Last Name First Name M.I. SS#

_____ _____
Street Address (include apt.#.) Student ID#

_____ _____
City State Zip Code Student's Date of Birth

_____ _____
Home Phone Number Alternate or Cell Phone Number

E-Mail Address: _____

B. Dependent Student's Family Information:

List the people in your parent(s)' household, including your parent/stepparent(s). Include:

- 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, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018–2019. 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, 2019.

Full Name	Age	Relationship	College	*Enrolled at Least Half Time?
Jane Doe (example)	*18*	*Sister*	*Central University*	*Yes*
		Self	**Bucks County Community College**	

*Include the name of the college for any household member, excluding your parent(s), who will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2018, and June 30, 2019. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Student's Name: _____**Student #:** _____

C. Dependent Student's Income Information To Be Verified:

Choose ONE tax status, either tax filer or non-filer, and complete only that section.

Student Tax Filers:

Instructions: Complete this section if the student and parent(s), filed or will file a 2016 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to www.FAFSA.gov , log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool, see your financial aid administrator. You can request a tax transcript by visiting www.irs.gov or calling 1-800-908-9946.*

Check only one box below:

☐ I have successfully imported 2016 tax data using the IRS Data Retrieval Tool.

☐ I am attaching a copy of my 2016 Tax Return Transcript obtained from IRS.gov.

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To obtain a tax transcript, see the enclosed *IRS TAX RETURN TRANSCRIPT REQUEST INSTRUCTIONS* sheet.

Student Tax Return Non-filers: Complete this section if you, the student, will not file and are not required to file a 2016 income tax return with the IRS.

Check the box that applies:

☐ I, the student, was not employed and had *no income earned from work* in 2016.

☐ I, the student, earned income in 2016 but *did not file* a 2016 Tax Return, and am attaching all W-2 forms or other earnings statements from each employer listed below and a Verification of Non-Filing letter from IRS.gov.
(Note: If your earned income was **$10,350** or more, you **must file a tax return**.)

(*List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and Social Security Number at the top*.)

Employer's Name	2016 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (Example)	*$2,000.00 (example)*	*Yes (example)*

Student's Name: _____ **Student #:** _____

D. Parent(s)' Income Information To Be Verified:

Choose ONE tax status, either tax filer or non-filer, and complete only that section.

Parent Tax Filers:

Check only one box below:

☐ I have successfully imported 2016 tax data using the IRS Data Retrieval Tool.

☐ **I am** attaching a copy of my 2016 **IRS** Tax Return Transcript obtained from IRS.gov.

To obtain a tax transcript, see the enclosed ***IRS TAX RETURN TRANSCRIPT REQUEST INSTRUCTIONS*** sheet.

Parent Tax Return Non-filers: Complete this section if you, the parent(s), will not file and are not required to file a 2016 income tax return with the IRS. **In all cases, tax non-filers are required to attach a Verification of Non-Filing letter dated on or after October 1, 2017 from IRS.gov. See box on previous page for instructions.)**

Check the box that applies:

☐ The parent(s) had *no income earned from work* in 2016, and are attaching a Verification of Non-Filing letter obtained from IRS.gov.

☐ The parent(s) earned income in 2016, but *did not file* a 2016 Tax Return, and are attaching all W-2 forms or other earnings statements from each employer and a Verification of Non-Filing letter from IRS.gov.
(Note: If your earned income is **$10,350** or more, you **must file a tax return**.)

(*List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and Social Security Number at the top*.)

Employer's Name	2016 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (Example)	*$2,000.00 (example)*	*Yes (example)*

E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.
The student and one parent must sign and date.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Student Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Submit this worksheet to:
Bucks County Community College, Financial Aid Office, 275 Swamp Road, Newtown, PA 18940
Fax #: (215) 504-8522 Email: finaid@bucks.edu. Phone #: 215 968-8200.

Note: Any form with incomplete or blank information and/or not having complete signatures will be returned, and delay processing.

You should make a copy of this worksheet for your records.

Bucks County Community College complies with applicable state and federal civil rights laws and does not discriminate in its educational programs, activities or employment practices.