

## 2018-2019 Dependent Student Verification Worksheet V1

**READ THIS!**

You were selected for VERIFICATION by the Department of Education. The law says that before awarding Federal Student Aid, please confirm the information you and your parents reported on your 2018-2019 FAFSA. Kellogg Community College Financial Aid Administrator will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information will need to be corrected. **You and at least one parent will need to complete and sign this worksheet, attach any required documents, and submit the form to the Financial Aid Office (FAO).** The FAO may ask for additional information. If you have questions about verification, contact KCC's FAO as soon as possible so that your financial aid will not be delayed.



<b>Part I. STUDENT INFORMATION</b>			
Last Name	First Name	M.I.	Student ID#
Street Address (include apt. no.)			Social Security #
City	ST	Zip	Date of Birth
Home Phone	Cell Phone	Alternative Phone	
<b>Part II. HOUSEHOLD INFORMATION</b>			
In the box below list <i>ALL</i> members of your parent(s) household. Your household should include:			
<ul style="list-style-type: none"> <li>▪ The student</li> <li>▪ The parents (including a stepparent) even if the student does not live with the parents. If parents are unmarried and living together, include information for parent 1 and parent 2.</li> <li>▪ The parents' other children if the parents 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 the children do not live with the parents.</li> <li>▪ Other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.</li> </ul>			

Full Name	Age	Male or Female M or F	Relationship	College	*Will be Enrolled at least Half Time (Yes or No)?
			<i>Self</i>	<i>Kellogg Community College</i>	<i>Yes</i>
			<i>Parent</i>		

\* For any household member (excluding parents) who will be enrolled at least half time (6 credits) in a degree or certificate program at an eligible postsecondary educational institution any time during the academic year. *If more space is needed, provide a separate page with the student's name and ID number at the top.*

**NOTE:** We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

### Part III. STUDENT INCOME INFORMATION

**a. Tax Return Filers-** Complete this section if you, the student, has filed or will file a 2016 tax return with the IRS. To use the IRS Data Retrieval Tool (DRT) on your 2018-2019 FAFSA, go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov), log into your FAFSA application using your FSAID, select “Make FAFSA Corrections”, navigate to the Financial Information section and transfer your 2016 tax information. If you need assistance using the DRT or if you have filed an Amended 2016 IRS Federal Tax Return, please contact the FAO.

**Check the box that applies:**

- I have filed a 2016 Federal IRS Tax Return and have used the DRT through FAFSA
- I was UNABLE or chose not to use the DRT through FAFSA, and I will submit an IRS Tax Return Transcript separately:
  - ✓ Attach your signed 2016 *Tax Return Transcript* to this worksheet
  - ✓ OR Submit *Tax Return Transcript* at a later date
 To obtain a Tax Return Transcript online or by mail, go to [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript). OR call 1-800-908-9946.

**b. Tax Return Non-filers:** Complete this sections if you, the student did not file a 2016 Federal Tax Return

- I was not employed, did not have any income earned from working during the year of 2016.
- OR-
- I was employed however, I was not required to file a 2016 Federal IRS Tax Return. If so, complete the box below and attach the following:
  - ✓ Attach copies of all 2016 W-2’s and/or 1099 forms

Name of Employer	Amount Earned in 2015	W-2 Attached? Yes or No
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

### Part IV. PARENT’S INCOME INFORMATION

**a. Tax Return Filers -** Complete this section for parents listed as a household member under Part II of this form. If parents have not already used the IRS Data Retrieval Tool (DRT), please review Part III section a. of this form.

**Check the box that applies:**

- I, the parent(s), have filed a 2016 Federal IRS Tax Return and have used the DRT through FAFSA
- I, the parent(s), will file and have NOT yet used the DRT, however I will use the DRT later
- I was UNABLE or chose not to use the DRT through FAFSA, and I will submit an IRS Tax Return Transcript separately:
  - ✓ Attach your 2016 Tax Return Transcript to this worksheet
  - ✓ Or Submit 2016 Tax Return Transcript at a later date
 To obtain a Tax Return Transcript online or by mail, go to [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript). OR call 1-800-908-9946.

**b. Tax Return Non-Filers:** If parent(s) DID NOT file a 2016 Federal tax return, they are required to submit a 2016 “IRS Verification of Non-filing Letter” which can be retrieved from IRS online at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> **Check the box that applies:**

- I, the parent(s), was not employed and did not earn income from working in 2016.
  - ✓ Complete and submit a **Household Resources Verification Worksheet**-This form can be found online on the Financial Aid webpage or at the FAO.
- I, the parent(s), were employed in 2016 however, I was not required to file a 2016 Federal Tax Return. If so, complete the box below and attach copies of all 2016 W-2’s and/or 1099 forms

Employer’s Name	2016 Amount Earned	W-2 Attached?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

**Part V. ADDITIONAL INCOME** – Use the table below to report Annual amounts for you and your parents. Be sure to enter zeros if no funds were received in 2016

Parent's Amount	2016 Additional Financial Information	Student's Amount
\$	Combat pay or special combat pay. Only enter the amount that was taxable and include in your adjusted gross income. Combat pay is reported on the W-2 in Box 12, Code Q.	\$
\$	Payments to tax-deferred pension and savings plans including, but not limited to, amounts reported on the W-2 forms in Boxes 12a-12d, Codes D, E, F, G, H and S. <i>Do Not include DD.</i>	\$
\$	Child support <b>received</b> for any of your children. <b>Don't include foster care or adoption payments.</b> Provide names of child(s) you received child support for: _____ _____	\$
\$	Housing, food and other living allowances paid to members of the military, clergy and others (Including cash payments and cash value of benefits.) <b>Don't include the value of on-base military housing or the value of a basic military allowance for housing.</b>	\$
\$	Veteran's non-education benefits such as disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$
\$	Other untaxed income not reported from FAFSA items 44a - j or 92a- h, such as workers' compensation, disability, etc. <b>Don't include student aid, EIC, additional child tax credit, welfare payments, untaxed SS benefits, SSI, WIA educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g. cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.</b>	\$
XXXXXXXXXX	Money received, or paid on your behalf (e.g. bills, not reported elsewhere on this form.)	\$

**Part VI. CERTIFICATION AND SIGNATURE**

Each Person signing this worksheet certifies that ALL information reported is complete and correct. The student and one parent must sign and date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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

**RETURN BY MAIL, EMAIL OR FAX TO:**

Kellogg Community College  
Financial Aid Office  
450 North Avenue  
Battle Creek, MI 49017

Email: [finaid@kellogg.edu](mailto:finaid@kellogg.edu)  
FAX#: (269)966-4089