### 2019–2020 Dependent Verification Worksheet (V1)

Your 2019-2020 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 must ask you to confirm the information you reported on your FAFSA to verify that you provided correct information. We will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and your parent must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed. Our school cannot complete the verification and awarding process until this signed form and all requested tax documents are received from the student.

### A. Student’s Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Student’s School I.D. Number</th>
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<table>
<thead>
<tr>
<th>Street Address</th>
<th>Date of Birth</th>
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<th>Zip Code</th>
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Email address

Home Phone Number (Include Area Code)  Alternate or Cell Phone Number

California Institute of Integral Studies ~ Financial Aid Office ~ 415-575-6148 (ph) ~ 415-575-1268 (fx) ~ finaid@ciis.edu
B. Number of Household Members and Number in College (Dependent Student)

Number of Household Members: List below the people in the parents’ household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn’t live with the parents.
- The parents’ other children if the parents will provide more than half of the children’s support from July 1, 2019, through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019–2020. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person’s support, and will continue to provide more than half of that person’s support through June 30, 2020.

Number in College: Include in the space below information about any household member, excluding the parents, who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2019, and June 30, 2020, and include the name of the college.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>College</th>
<th>Will be Enrolled at Least Half Time (Yes or No)</th>
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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.
C. Verification of Student of 2017 Income

Important Note: The instructions below apply to the students.

1. Student Tax Filers

Instructions: Complete this section if the student filed or will file a 2017 IRS income tax return. The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2017 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

Check the box that applies:

☐ The student has used the IRS DRT in FAFSA on the Web to transfer 2017 IRS income tax return information into the student’s FAFSA.

☐ The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a 2017 IRS Tax Return Transcript.

A 2017 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by Mail** – Go to www.irs.gov, click “Get Your Tax Record.” Click “Get Transcript by Mail.” Make sure to request the “Return Transcript” and **NOT** the “Account Transcript.” The transcript is generally received within 10 business days from the IRS’s receipt of the online request.

- **Get Transcript Online** – Go to www.irs.gov, click ”Get Your Tax Record.” Click “Get Transcript Online.” Make sure to request the “Return Transcript” and **NOT** the “Account Transcript.” To use the Get Transcript Online tool, 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.

- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.

- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

_____ Check here if a 2017 IRS Tax Return Transcript is provided.

_____ Check here if a 2017 IRS Tax Return Transcript will be provided later.
2. Student Nontax Filers

The instructions and certifications below apply to the student. Complete this section if the student will not file and is not required to file a 2017 income tax return with the IRS.

Check the box that applies:

☐ The student was not employed and had no income earned from work in 2017.

☐ The student was employed in 2017 and has listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form or an equivalent document is provided. [Student will provide copies of all 2017 IRS W-2 forms issued to the student by their employers]. List every employer even if the employer did not issue an IRS W-2 form. Student will provide verification of non-filing letter from IRS.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>IRS W-2 or an Equivalent Document Provided?</th>
<th>Annual Amount Earned in 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Example) ABC’s Auto Body Shop</td>
<td>Yes</td>
<td>$4,500.00</td>
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<tr>
<td>Total Amount of Income Earned From Work</td>
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</tbody>
</table>

☐ Check here if verification of non-filing letter is provided.

☐ Check here if verification of non-filing letter will be provided later
D. Verification Parent(s) 2017 Income

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2017 or had a change in marital status after December 31, 2017.

1. Parent Tax Filers

Instructions: Complete this section if the parent(s) filed or will file a 2017 IRS income tax return(s). The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2017 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

Check the box that applies:

☐ The parent(s) have used the IRS DRT in FAFSA on the Web to transfer 2017 IRS income tax return information into the student’s FAFSA.

☐ The parent(s) are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a 2017 IRS Tax Return Transcript(s).

A 2017 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by Mail** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS’s receipt of the online request.

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- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.

- **Paper Request Form** – IRS Form 4506-T EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

➢ If the parent(s) filed separate 2017 IRS income tax returns, the IRS DRT cannot be used and the 2017 IRS Tax Return Transcript(s) must be provided for each.

☐ Check here if a 2017 IRS Tax Return Transcript(s) is provided.

☐ Check here if a 2017 IRS Tax Return Transcript(s) will be provided later.
2. Parent Nontax Filers

The instructions and certifications below apply to each parent included in the household. Complete this section if the parent(s) will not file and are not required to file a 2017 income tax return with the IRS.

Check the box that applies:

☐ Neither parent was employed, and neither had income earned from work in 2017. Will provide 2017 verification of non-filing letter for from IRS and will provide statement of income for 2017.

_____ Check here if verification of non-filing letter and statement of income are provided.

_____ Check here if verification of non-filing letter and statement of income will be provided later.

☐ One or both parents were employed in 2017 and have listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form or an equivalent document is provided. [Parent(s) will provide copies of all 2017 IRS W-2 forms issued to the parent(s) by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

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<tr>
<td>Total Amount of Income Earned From Work</td>
<td></td>
<td>$</td>
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➢ Parent(s) will provide verification of non-filing letter from IRS

_____ Check here if verification of non-filing letter is provided.

_____ Check here if verification of non-filing letter will be provided later.
Certifications and Signatures
(Independent Student)

Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

Print Student’s Name: ________________________________  Student’s ID Number: _____________________________

Student’s Signature: ________________________________  Date: ________________________________

Parent’s Signature: ________________________________  Date: ________________________________

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.