



Center for Student Financial Aid
California State University, Los Angeles

5151 State University Drive, SA 124
Los Angeles, CA 90032-8402
Phone: (323) 343-6260
Fax: (323) 343-3166

2017-2018
02/2017

For office use only:

Verification Worksheet (Independent)

Your 2017-18 [Free Application for Federal Student Aid \(FAFSA\)](#) or Dream (AB540) Application was selected for review in a process called "Verification." The Financial Aid Office will compare your FAFSA with the information on this worksheet and any other required documents. If there are any discrepancies, your FAFSA information will need to be corrected. Please keep in mind that incomplete forms will create a delay in processing.

Instructions:

- Complete and sign this worksheet.
- Submit the worksheet and any required documents to the Center for Student Financial Aid.

Section A. Student's Information

Last Name First Name M.I. Cal State LA Campus Identification Number (CIN)

Phone Number

Section B. Student's Family Information

List the people in **your household**. Please Include:

- Yourself.
- Your spouse, if you are married.
- Your children (if any) if you 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 your 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 you.
- Other people if they now live with you and you will provide more than half or their support and will continue to provide more than half of their support through June 30, 2018.

Include the names all household members that meet the definition above in the space(s) below. Also, include the name of the **college** for any household member(s) who 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, 2017 and June 30, 2018.

Attach a separate page if needed. Note: Additional documentation may be required if there is reason to believe that the information regarding the household members enrolled in an eligible postsecondary educational institution is inaccurate.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half-Time
<i>Martha Jones (example)</i>	<i>24</i>	<i>Sister</i>	<i>California State University, Los Angeles</i>	<i>Yes</i>
		Self/Student		

Section C. Student's Income Verification (Use 2015 Income Only)

Note: If you listed a spouse in Section B of this worksheet, the instructions and certifications below refer and apply to both student and spouse.

PART 1: Tax Return Filers (This question is only for those who filed a 2015 Federal Income Tax Return with the IRS and used the IRS Data Retrieval Tool). NOTE: The IRS Data Retrieval Tool is not available for Dream (AB540) Application Filers.

Did you (and your spouse, if applicable) file a 2015 federal tax return with the IRS?

Yes If yes, complete this Section and SKIP Parts 2 and 3 No If no, complete Part 2 and SKIP Part 3

Check only 1 box below:

Check here if you are a FAFSA filer and you used the IRS Data Retrieval Tool at FAFSA on the Web to retrieve and transfer your (and your spouse, if applicable) 2015 IRS income information onto your FAFSA. *The Financial Aid Office will upload the Data Retrieval Information to complete the verification process. You may skip the rest of this Section.*

Check here if you are either a: Dream Application Filer OR unable to OR choose not to use the IRS Data Retrieval Tool and you are submitting a paper copy of a **2015 IRS Tax Return Transcript** from the IRS with this worksheet.

A 2015 IRS Tax Return Paper Transcript may be obtained through the following options:

- Online Request: www.irs.gov. Request "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
- Telephone Request: Call 1-800-908-9946

PART 2: Non-tax Filers (This question applies to those who did not file a 2015 income tax return and were not required to do so)

Did you (and your spouse, if applicable) file a 2015 federal tax return with the IRS?

Yes If yes, complete Part 1 above and SKIP Parts 2 and 3. No If no, complete this Section and SKIP Parts 1 and 3.

Check only 1 box below to verify your non-filing status:

Check here if you were not employed and had no income from work during 2015.

Check here if you (and your spouse, if applicable) did not file a tax return but were employed in 2015. List below the name of all employers and the amount you earned from work from each employer. Attach a copy of your (and your spouse, if applicable) W-2 form(s) or 1099 issued by your employers. **List every employer even if they did not issue an IRS W-2 form.**

Employer's Name/ Source of Income	2015 Amount Earned/ Income	IRS W-2 Attached (Yes or No)
Suzy's Auto Body Shop (example)	\$2,000.00 (example)	Yes (example)

PART 3: Amended Tax Return Filers (This question is for those who filed a 2015 IRS tax return and amended it)

Did you (and your spouse, if applicable) file an amended 2015 federal tax return with the IRS?

Yes If yes, you (and your spouse, if applicable) must submit the following: No Answer either Part 1 or 2 above

- Paper copy of the 2015 IRS "Tax Return" Transcript (AND)
- A signed copy of the Amended 2015 1040X

Section D. Please Sign and Date Below

By signing this worksheet, I certify that all the information reported on this worksheet is complete and correct.

The student must sign this worksheet. If married, the spouse's signature is optional.

Student's Signature

Date

Spouse's Signature

Date

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