



Your 2017-18 Free Application for Federal Student Aid (FAFSA) application has been chosen for "verification." There are five types of verification determined by the Federal processor. Based on the type of verification and Federal financial aid regulations (34 CFR, Part 668), CGCC has the right to request any documents deemed necessary to resolve conflicting information prior to awarding federal aid. Failure to provide all requested information in a timely manner will result in your application not being processed and no aid awarded.

Based on the information you provide during the verification process, any necessary changes to your FAFSA will be electronically submitted to the federal processor by CGCC's Financial Aid Office. You'll receive a revised Student Aid Report (SAR). **Please do not make changes to your FAFSA after this point.** Your file is complete when all corrections have been made. We must receive your FAFSA application no later than June 30, 2018.

### **WHAT YOU NEED TO DO:**

Go to <http://cgcc.edu/mycgcc>, log into your account, select 'Check Financial Aid Status', 2018-19 "What is Needed to Complete Application Processing/Message Board". Based on the type of verification you were chosen for, you may be required to submit one or more of the following:

- Verification Worksheet: signed and dated.
- Federal Tax Return Filers: 2016 IRS Tax Return Transcript(s) unless your data comes directly from the IRS Data Retrieval Tool. CGCC strongly recommends you use the IRS Data Retrieval Tool when possible.
- Non-tax Return Filers: 2016 IRS Verification of Non-Filing, Copies of all 2016 W-2's for Income Earned from Work and 1099G for Unemployment benefits that were taxed.
- High School Completion Status Form: follow instructions on the form; include documentation.
- Identity/Statement of Educational Purpose Form: follow instructions on the form.
- Verification of Untaxed Income Form: follow instructions on the form.
- Additional Income Information for Verification Form: follow instructions on the form.

### **WHAT YOU NEED TO KNOW:**

If IRS Tax Return Transcript(s) are required and you are unable to use the IRS Data Retrieval Tool and you are:

- A. **Dependent Student**, we need your:
- IRS Tax Return Transcript.
  - Parent(s) IRS Tax Return Transcript – If, at the time the 2018-19 FAFSA was signed, the parent who signed it was:
    - Married or living with your biological/adoptive parent, regardless of gender – Submit Parent 1 (father/mother/stepparent) and Parent 2 (father/mother/stepparent) joint IRS Tax Return Transcript or both of their separate IRS Tax Return Transcripts.
    - Separated, Divorced, or Widowed – Submit that parent's IRS Tax Return Transcript. (Note: If a joint return was filed, W-2's and/or 1099's are also required in order to separate incomes.)
- B. **Independent Student** we need:
- Yours - If separated/divorced/widowed when the 2018/19 FAFSA was signed and you filed a joint return, submit a copy of the joint IRS Tax Return Transcript and all W-2's and/or 1099's.
  - Spouse - If married when the 2018/19 FAFSA was signed, submit your joint IRS Tax Return Transcript or both separate IRS Tax Return Transcripts.

### **Options for obtaining a free IRS Tax Return Transcript are:**

- A. Online: at [www.irs.gov](http://www.irs.gov) under "Tools" select, "Get Transcript of Your Tax Records". Click on "Get Transcripts Online", create an account or login then request a Tax Return, print a copy and forward it to the financial aid office.

- B. By Mail: at [www.irs.gov](http://www.irs.gov) under "Tools" select, "Get Transcript of Your Tax Records". Click on "Get Transcripts by Mail", allow 5-10 business days for them to be mailed to your exact address of record. If you've moved since you filed, use form 4506-T.

**If you amended your tax return, provide both of the following:**

- A signed copy of a **2016 IRS Tax Return Transcript** or the original 2016 IRS income tax return that was filed with the IRS; and
- A signed copy of the **2016 IRS Form 1040X**, "Amended US Individual Income Tax Return," that was filed with the IRS.

**If you were granted a filing extension by the IRS, provide:**

- A copy of the **IRS Form 4868**, "Application for Automatic Extension of Time to File US Individual Income Tax Return", that was filed with the IRS for tax year 2016;
- A copy of the **IRS's approval** of an extension beyond the automatic six-month extension; **and**
- A copy of **W-2 forms for 2016**, or if self-employed, a signed statement certifying the Adjusted Gross Income (AGI) and Federal Income Tax Paid for 2016.

**For Victims of Identity Theft:**

- A victim of IRS identity theft who is not able to obtain a 2016 IRS Tax Return Transcript or use the IRS DRT must **contact the IRS at 1-800-908-4490**. Upon authentication of the tax filer's identity, the IRS will provide, by US Postal Service, a printout of the tax filer's 2016 IRS income tax return information.

**For Non-IRS Income Tax Filers:**

- Verification of Non-Filing transcript
- An individual filed or will file a 2016 income tax return with Puerto Rico, another US territory (e.g., Guam, American Samoa, the US Virgin Island, the Northern Marianas Islands), or with a foreign country, must provide a signed copy of that 2015 income tax return(s).

**If you are asked verify Household Size on the Verification Worksheet and you are:**

A. Dependent Student: Include in your parent's(s') household\*

- Yourself,
- your parents, even if you don't live with your parents,
- your parents' other children if a) your parents will provide more than half of their support from 7/1/18 through 6/30/19, or b) the children could answer "no" to every question in Step Three of the FAFSA, and
- other people if they now live with your parents, your parents provide more than half of their support and your parents will continue to provide more than half of their support from 7/1/17 through 6/30/18.
- The number in college should be those in your parent's household who will be at least half-time in a program of study that leads to a college degree or certificate. Always count yourself. Do not include your parents.

*\*Parent's Household: If your legal parents (biological and/or adoptive) are living together (married or not), include both, regardless of gender. If your parent is widowed or single, include that parent. If your widowed parent is remarried as of today, include that parent and your stepparent. If your parents are divorced or separated, include the parent you lived with more during the past 12 months. If you did not live with one parent more than the other, include the parent who provided more financial support during the past 12 months or during the most recent year that you actually received support from a parent. If this parent was remarried as of the date you signed the FAFSA, include that parent and your stepparent. Grandparents, legal guardians, aunts and uncles are not considered parents unless they have legally adopted you.*

B. Independent Student: Include in your household

- Yourself,
- your spouse, if you were married at the time you signed the FAFSA,
- your children, if you will provide more than half of their support from 7/1/18 through 6/30/19, and
- other people if they now live with you and you provide more than half of their support and you will continue to provide more than half of their support from 7/1/18 through 6/30/19.
- The number in college should be those in your household who will be attending college at least half-time in a program of study that leads to a college degree or certificate. Always count yourself.

**Submit all items requested and direct any financial aid questions as follows:**

- Mailing Address: Financial Aid Office • 400 East Scenic Drive • The Dalles, OR 97058
- Fax: Financial Aid Office • (877) 368-6370
- Email: [financialaid@cgcc.edu](mailto:financialaid@cgcc.edu)