

Your 2020-21 Free Application for Federal Student Aid (FAFSA) application has been chosen for “verification.” There are three types of verification determined by the Federal processor. 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, 2021.

**WHAT YOU NEED TO DO:**

Go to <http://cgcc.edu/mycgcc> , log into your account, select ‘Check Financial Aid Status’, 2020-21 “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: 2018 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: 2018 IRS Verification of Non-Filing, Copies of all 2018 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 2020-21 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 2020-21 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 2020-21 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. Get Transcript by Mail – Go to [www.irs.gov](http://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.
- B. Get Transcript Online – Go to [www.irs.gov](http://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.
- C. Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.
- D. 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.

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

- A copy of the **IRS’s approval** of an extension beyond the automatic six-month extension;
- Verification of Non-filing (VNF) Letter (confirmation that the tax return has not yet been filed) from the IRS dated on or after October 1, 2019 or a signed statement certifying that the individual attempted to obtain the VNF from the IRS and was unable to obtain the required documentation;
- A copy of IRS Form **W-2** for each source of employment income received or an equivalent document for tax year **2018; and**
- If self-employed, a signed statement certifying the amount of the individual’s Adjusted Gross Income (AGI) and the U.S. income tax paid for the tax year **2018**.

Note: An individual granted a filing extension beyond the automatic six-month extension may be required to submit tax information using the IRS Data Retrieval Tool, by obtaining a transcript from the IRS, or by submitting a copy of the income tax return and the applicable schedules that were filed with the IRS that lists 2018 tax account information

### If you amended your tax return, provide a signed copy of the 2018 IRS Form 1040X and one of the following:

- IRS DRT information on an ISIR record with all tax information from the original tax return;
- A **2018 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; or
- A signed copy of the 2018 IRS Form 1040 and the applicable schedules that were filed with the IRS.

### For Victims of IRS Tax-Related Identity Theft must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2018 income tax return and applicable schedules the individual filed with the IRS; **and**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

### For Non-IRS Income Tax Filers:

- A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.

### If you are asked to 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 7/1/20 through 6/30/21, 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 7/1/20 through 6/30/21.
- 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 spouse's and/or your children, if you will provide more than half of their support from 7/1/20 through 6/30/21, 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 7/1/20 through 6/30/21.
- 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) • Phone: 541-506-6021.