

Your 2016-17 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 and your parents reported on your FAFSA. To verify that you provided correct information, the Financial Aid Office will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the forms to Gavilan.

**1. Dependent Student's Information**

|   |                      |                |                                  |
|---|----------------------|----------------|----------------------------------|
| Student's Last Name                         | Student's First Name | Student's M.I. | Student's Gavilan ID             |
| Student's Street Address (include apt. no.) |                      |                | Student's Social Security Number |
| City  | State                | Zip Code       | Student's Date of Birth          |
|   |                      |                | Telephone Number                 |

**2. List people in your parent(s) household. This includes:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Yourself even if you don't live with your parent(s).   | <input checked="" type="checkbox"/> Your parent(s) (including biological, adoptive, or unmarried and living together regardless of gender).  |
| <input checked="" type="checkbox"/> Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2016, through June 30, 2017, or if the other children would be required to provide parental information if they were completing a FAFSA for 2016–2017. Include children who meet either of these standards, even if they do not live with your parent(s). | <input checked="" type="checkbox"/> Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support from July 1, 2016 through June 30, 2017. |

Include the name of the college for any household member who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2016, and June 30, 2017. *If more space is needed, attach a separate page with the student's name and Gavilan ID at the top.*

|    | Full Name of Person in Parent Household (per definition above) | Age | Relationship to Student | College         | If attending college, will person enroll at least half time? |                             |
|----|--|-----|-------------------------|-----------------|--|-----------------------------|
| 1  |  |     | Self                    | Gavilan College | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No |
| 2  |  |     |                         |                 | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No |
| 3  |  |     |                         |                 | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No |
| 4  |  |     |                         |                 | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No |
| 5  |  |     |                         |                 | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No |
| 6  |  |     |                         |                 | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No |
| 7  |  |     |                         |                 | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No |
| 8  |  |     |                         |                 | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No |
| 9  |  |     |                         |                 | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No |
| 10 |  |     |                         |                 | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No |
| 11 |  |     |                         |                 | <input type="checkbox"/> Yes                                 | <input type="checkbox"/> No |

**3. Income****Instructions: Check only one box for "Student" and only one box for "Parent."**

| <b>Student</b>   |                       |
|--|-----------------------|
| <input type="checkbox"/> I used the IRS Data Retrieval Tool on my 2016/17 FAFSA.   |                       |
| <input type="checkbox"/> I am attaching my 2015 IRS Tax Return Transcript <b>AND</b> W-2 Forms. Gavilan may not accept copies of tax returns.  |                       |
| <input type="checkbox"/> I filed an amended 2015 Tax Return or have filed an extension. Contact Financial Aid Office at (408) 848-4734 for additional steps.   |                       |
| <input type="checkbox"/> I did not file 2015 Federal Income Tax Return <b>AND</b> I'm not required to file a Tax Return. If you select this option, list all your employer(s) and income earned <b>AND</b> submit W-2 Forms. |                       |
| <b>EMPLOYER</b>  | <b>WAGES for 2015</b> |
|  |                       |
|  |                       |
|  |                       |
|  |                       |
| <input type="checkbox"/> I did not file 2015 Tax Return and did not have earnings in 2015.   |                       |

| <b>Parent</b>  |                       |
|--|-----------------------|
| <input type="checkbox"/> I used the IRS Data Retrieval Tool on my 2016/17 FAFSA.   |                       |
| <input type="checkbox"/> I am attaching my 2015 IRS Tax Return Transcript <b>AND</b> W-2 Forms. Gavilan may not accept copies of tax returns.  |                       |
| <input type="checkbox"/> I filed an amended 2015 Tax Return or have filed an extension. Contact Financial Aid Office at (408) 848-4734 for additional steps.   |                       |
| <input type="checkbox"/> I did not file 2015 Federal Income Tax Return <b>AND</b> I'm not required to file a Tax Return. If you select this option, list all your employer(s) and income earned <b>AND</b> submit W-2 Forms. |                       |
| <b>EMPLOYER</b>  | <b>WAGES for 2015</b> |
|  |                       |
|  |                       |
|  |                       |
|  |                       |
| <input type="checkbox"/> I did not file 2015 Tax Return and did not have earnings in 2015.   |                       |

**There are 3 ways to obtain your 2015 IRS Tax Transcript\***

1. Call 1-800-908-9946. Be sure to request Tax Return Transcript, not an account transcript.
2. Go to [www.irs.gov](http://www.irs.gov) and click on "Order a Return or Account Transcript" link to order a Tax Return Transcript.
3. Go to [www.irs.gov](http://www.irs.gov) and click on "Get Transcripts for My Tax Records" link to download a Tax Return Transcript. This option is temporarily unavailable, but will be restored in the future.

**Be aware that option 1 & 2 can take up to 10 business days for delivery of transcript via mail.**

\*You will need the Social Security Number or ITIN (tax ID #), date of birth, and address on file with the IRS (normally this will be the address used when the 2015 IRS tax transcript was filed). It takes up to 2 weeks for the IRS income information to be available for electronic tax return filers, and up to 8 weeks for paper IRS tax Return filers.



For faster alternative to requesting the IRS Tax Return transcript, you can correct your FAFSA online by going to [www.fafsa.gov](http://www.fafsa.gov) and using IRS Data Retrieval Tool (DRT). If you use DRT, and change the information, you must submit a Tax Return Transcript.

#### 4. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.  
The student and one parent must sign and date.

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

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_