



Student Last Name _____ Student First Name _____ MI _____ CSUCI ID Number _____ Student Phone Number _____

Your 2017-2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Financial Aid & Scholarships office. We may also ask for additional information upon further review. If you have special circumstances or require further instructions, please contact our office at (805) 437-8530 or financial.aid@csuci.edu.

DO NOT SUBMIT THIS FORM UNLESS IT WAS REQUESTED FROM OUR OFFICE.

A. Household Information

1. Complete the following information about yourself and your spouse (if applicable)

| First and Last Name | Age | Relationship to Student | Name of College student will attend in 2017-18* |
|---------------------|-----|-------------------------|---|
| | | Self | CSU Channel Islands |
| | | Spouse | |

2. Do you have any children that you will provide more than half of their support from July 1, 2017 through June 30, 2018 (even if they do not live with you)?

☐ Yes ☐ No If yes, complete the following information:

| First and Last Name | Age | Relationship to Student | Name of College student will attend in 2017-18* |
|---------------------|-----|-------------------------|---|
| | | Child | |
| | | Child | |
| | | Child | |

3. Are there any other people who live with you (e.g. grandparents, siblings, etc.) and who you will provide more than half of their support from July 1, 2017 through June 30, 2018?

☐ Yes ☐ No If yes, complete the following information:

| First and Last Name | Age | Relationship to Student | Name of College student will attend in 2017-18* |
|---------------------|-----|-------------------------|---|
| | | | |
| | | | |
| | | | |

* 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, 2017 and June 30, 2018. If more space is needed, attach a separate page with student's name and CI ID# at the top.

2015 Tax Filing Requirements for Most Taxpayers*

| If your filing status is... | AND at the end of 2015 you were... | THEN file a return if your gross income was at least... |
|-----------------------------|---|---|
| Single | under 65 65 or older | \$10,300 \$11,850 |
| Married filing jointly | under 65 (both spouses) 65 or older (one spouse) 65 or older (both spouses) | \$20,600 \$21,850 \$23,100 |
| Married filing separately | any age | \$4,000 |
| Head of household | under 65 65 or older | \$13,250 \$14,800 |

Acceptable Documentation for Income Information

The best way to verify income is by utilizing the IRS Data Retrieval Tool (IRS DRT) that is part of the FAFSA on the Web at www.fafsa.gov. It can take up to 3 weeks after electronically filing your tax return before you can utilize the IRS DRT.

If you are unable or choose not to use the IRS DRT, then you are required to submit your "2015 IRS Tax Return Transcript" to the Financial Aid & Scholarships Office as part of the verification process.

*IRS - Publication 17: If your parents (or someone else) claimed you as a dependent on their 2015 tax return and at the end of 2015 you were under the age of 65, you must file a tax return if your EARNED income was at least \$6,300. IRS Regulations also require that you must file a return if Self-Employment (e.g. Business) income is \$400 or more. This is only an overview of the IRS requirements found in 2015 IRS Publication 17, we encourage you to consult with a tax preparer or visit www.irs.gov for more information.

Student's Tax Filing Status

Check the appropriate box: (for informational purposes only)

- ☐ Your FAFSA marital status is "Married" and your tax filing status was "Married Filing Jointly." You must use the IRS Data Retrieval Tool available on the FAFSA, or, attach a copy of your 2015 IRS Tax Return Transcript.
- ☐ Your FAFSA marital status is "Married" and your tax filing status was "Married Filing Separately." You must attach a copy of **BOTH** your and your spouse's 2015 IRS Tax Return Transcripts.
- ☐ Your Tax filing status was "Married Filing Jointly," however, you have since Separated, Divorced, or have been Widowed. You must attach a copy of your 2015 IRS Tax Return Transcript **AND** copies of all your 2015 W-2s.
- ☐ None of these options apply.

B. Student's Income Information

Did, or will, you, the student, file a 2015 income tax return with the IRS?

- ☐ Yes (select one option from column below)
- ☐ No (select one option from column below)

| <u>Student Tax Filers</u> | <u>Student Nontax Filers</u> | |
|---|---|--|
| <input type="checkbox"/> I have used the IRS Data Retrieval Tool (IRS DRT) to retrieve and transfer my 2015 IRS income information into my FAFSA. | <input type="checkbox"/> I was not employed and had no income earned from work in 2015. | |
| <input type="checkbox"/> I am unable or choose not to use the IRS DRT. I am submitting my 2015 IRS Tax Return Transcript with this worksheet instead. | <input type="checkbox"/> I was employed in 2015 and have listed below the names of the employer(s) and the amount earned from each employer in 2015. Please provide copies of all 2015 IRS W-2 forms issued by your employer(s). List every employer even if the employer did not issue an IRS W-2 form. <i>If you are unable to provide a W-2 form, you must indicate a reason why you are unable to provide your wage statements.</i> | |
| <input type="checkbox"/> I will file but have not yet completed my return because I have been approved for a Tax Extension by the IRS. <i>You must submit a copy of IRS Form 4868 and all 2015 W-2's and/or equivalent document; if you are self-employed, you will also need to submit a signed and typed statement with the amount of your Adjusted Gross Income (AGI) and estimated U.S. income taxes paid, please use the "Financial Aid Statement Form".</i> | Employer's Name | 2015 Amount Earned |
| | <i>Example:</i> Suzy's Auto Body Shop | <i>Example:</i> \$2,000.00 |
| | | IRS W-2 Provided? If no, state reason |
| | | <i>Example:</i> Yes |
| | | |
| | | |
| | | |

C. Spouse's Income Information

Did, or will, your spouse file a 2015 income tax return with the IRS?

- ☐ Yes (select one option from column below)
- ☐ No (select one option from column below)

| <u>Spouse Tax Filers</u> | <u>Spouse Nontax Filers</u> | |
|--|--|--|
| <input type="checkbox"/> My spouse has used the IRS DRT to retrieve and transfer their 2015 IRS income information into my FAFSA. | <input type="checkbox"/> My spouse was not employed and had no income earned from work in 2015. | |
| <input type="checkbox"/> My spouse is unable or chooses not to use the IRS DRT. My spouse is submitting their 2015 IRS Tax Return Transcript with this worksheet instead. | <input type="checkbox"/> My spouse was employed in 2015 and have listed below the names of the employer(s) and the amount earned from each employer in 2015. Please provide copies of all 2015 IRS W-2 forms issued by your spouse's employer(s). List every employer even if the employer did not issue an IRS W-2 form. <i>If you are unable to provide a W-2 form, you must indicate a reason why you are unable to provide your wage statements.</i> | |
| <input type="checkbox"/> My spouse will file but has not yet completed a return because they have been approved for a Tax Extension by the IRS. <i>Your spouse must submit a copy of IRS Form 4868 and all 2015 W-2's and/or equivalent document; if they were self-employed, they will also need to submit a signed and typed statement with the amount of their Adjusted Gross Income (AGI) and estimated U.S. income taxes paid, please use the "Financial Aid Statement Form".</i> | Employer's Name | 2015 Amount Earned |
| | <i>Example:</i> Alfred's Auto Body Shop | <i>Example:</i> \$2,000.00 |
| | | IRS W-2 Provided? If no, state reason |
| | | <i>Example:</i> Yes |
| | | |
| | | |
| | | |

D. Untaxed Income Information

In 2015, did you or your spouse have any untaxed portions of an IRA Distribution(s) that was a rollover?

☐ Yes (attach a copy of Form 1099-R for the IRA distribution) ☐ No

In 2015, did you or your spouse have any untaxed portions of a Pension(s) Distribution(s) that was a rollover?

☐ Yes (attach a copy of Form 1099-R for the Pension distribution) ☐ No

E. High School Completion Status

Please check the box (ONLY ONE) that indicates your high school completion status:

☐ **High School Diploma**

Please submit:

- o Copy of the student's high school diploma; or
- o Copy of the student's final high school transcript that shows the date when the diploma was awarded

☐ **State Certificate**

Please submit:

- o Copy of the certificate the student received after passing a state-authorized examination, which the state recognizes as the equivalent of a high school diploma

☐ **Home Schooled Student**

Please submit:

- o A transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student has completed and documentation that the student has successfully completed secondary school education

☐ **GED Completion**

Please submit:

- o Copy of the student's GED Certificate; or
- o Copy of the student's GED transcript

☐ **Two-Year Program Completion**

Please submit:

- o Copy of the student's academic transcript that indicates the student has completed at least a two-year program that is acceptable for full credit toward a bachelor's degree

☐ **Former member of the military who is unable to obtain other high school completion status documentation**

Please submit:

- o DD Form 214: Certificate of Release or Discharge from Active Duty indicating you are a high school graduate or equivalent

NOTE: If the student is unable to obtain the documentation requested to support their high school completion status, or, you have provided this information in a prior year, he or she must contact the financial aid office.

F. Documentation of Identity / Statement of Educational Purpose

In order to complete the verification process, you will need to appear in person at the CSU Channel Islands Financial Aid & Scholarships office and present your unexpired government issued ID (such as a driver's license, military ID, passport, etc.) and this verification worksheet to an institutionally authorized financial aid administrator. Your financial aid administrator will need to validate the statement below at the time of submission by maintaining a copy of your photo ID and by providing a signature and date.

Statement of Educational Purpose

I certify that I, _____, am the individual signing this Statement of Educational Purpose and that the federal
(Print Student's Name)

student financial assistance I may receive will only be used for educational purposes to pay the cost of attending CSU Channel Islands for 2017-2018.

Student Signature

Date

Student's ID Number

Financial Aid Administrator Signature

Date

Notary's Certificate of Knowledge

If you cannot appear in person to submit this worksheet, you will need to provide a copy of your government issued ID and this worksheet notarized by a public notary.

State of _____ City/County of _____ on _____

before me _____ personally appeared _____ and proved to me on the basis of
(Notary's Name) (Printed name of signer)

satisfactory evidence of identification, _____, to be the above-named person who signed the foregoing
(Type of government-issued photo ID provided)

WITNESS my hand and official seal

(Notary Signature)

(Date commission expires)

(seal)

G. Certification and Signature

The student must sign and date below. If married, the spouse's signature is optional. Each person signing this worksheet certifies that all of the information reported on this form is true and accurate to the best of their knowledge.

Student's Signature

Date

Spouse's Signature

Date

WARNING:

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

PLEASE RETURN THIS FORM TO THE CSU CHANNEL ISLANDS FINANCIAL AID & SCHOLARSHIPS OFFICE