

Office of Financial Aid and Scholarships

Your FAFSA application has been selected for a process called verification. Please complete all parts of this worksheet and return to the Financial Aid Office. Notice: incomplete forms may delay processing.

<b>A. Student Information</b>		
Student's Name: _____	Date of Birth: _____	CCC ID: _____

**B. Household Information** – List the members in your household. Attach an additional sheet if necessary.  
 Please include: yourself and your spouse (if legally married), your children/step-children, if you will provide more than half of their support between July 1, 2019 and June 30, 2020, even if they do not live with you, 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 between July 1, 2020 and June 30, 2021.

Full Name	Relationship to Student	Age	Enrolled in College at least half-time (check one)		College
	<input type="checkbox"/> Self				Clackamas Community College
	<input type="checkbox"/> Spouse		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Child/other:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Child/other:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Child/other:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Child/other:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**C. Federal Tax Return Filing Status – Student (and Spouse, if married). Please select the appropriate response.**

- I filed my 2018 return and successfully used the IRS Data Retrieval Tool via the FAFSA. **Tax transcript not required.**
- I filed my 2018 return and chose not to or, I am unable to use the IRS Data Retrieval Tool. **Submit: Copy of 2018 (signed) Tax Return and Schedules 1, 2 & 3 or Tax Return Transcript.** If married and you and your spouse filed separate 2018 Income Tax Returns, **submit: Copy of 2018 (signed) Tax Returns and Schedules 1, 2 & 3 or IRS Tax Return Transcripts for both you and your spouse.**
- I amended my taxes after originally filing my 2018 return and will submit:
  - Copy of 2018 (signed) Tax Return and Schedules 1, 2 & 3 or IRS Tax Return Transcript
  - 2018 (signed) IRS 1040X form
  - If married and you filed separate 2018 Income Tax Returns, you must submit signed copies of Tax Returns or Tax Return Transcripts and Signed IRS 1040X form for both you and your spouse.
- I will not and am not required to file a federal tax return. I was not employed and earned no income from work in 2018. **Submit: 2018 IRS Verification of Non-filing Letter.**
- I/we will not and am/are not required to file a federal tax return. In 2018, I/we earned income from the source(s) listed below: **Submit: 2018 IRS Verification of Non-filing Letter.**

Employer's Name	2018 Earned Amount	IRS W-2/1099 Attached	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

\*IRS Verification of Non-Filing Letters can be requested online or by checking box 7 and 8 (if no W-2s provided) on [IRS Form 4506-T](#). **Notice:** 2018 IRS Verification of Non-Filing Letters must be dated *on or after* October 1, 2018.

**D. Certification and Signatures** – Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student whose information was reported on the FAFSA must sign and date. Warning! If you purposely give false or misleading information you may be fined, sentenced to jail, or both.

Student Signature: _____	Date: _____
Spouse Signature: _____ <i>(optional)</i>	Date: _____

**This worksheet must be signed and dated to be valid. Electronic and/or digital signatures are not valid.**

### DO NOT COMPLETE THIS SECTION IN ADVANCE

<b>E. Student Information</b>	
Student's Name: _____	CCC ID: _____

<b>F. Identity and Statement of Educational Purpose (To be signed at the institution)</b>
<p>The student <i>must appear in person</i> at <b>Clackamas Community College</b> to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID. In addition, the student must sign, <i>in the presence of the institutional official</i>, the Statement of Educational Purpose provided below.</p>

<b>G. Identity and Statement of Educational Purpose (To be signed in the presence of a notary)</b>
<p>If the student is <i>unable to appear in person</i> at <b>Clackamas Community College</b> to verify his or her identity, the student must provide to the institution:</p> <p>(a) A copy of the <u>unexpired</u> valid government-issued photo identification (ID) (front and back) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; <b>and</b></p> <p>(b) The <u>original</u> Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a <i>separate page</i> than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.</p>

<b>H. Statement of Educational Purpose</b>
<p>I certify that I _____ am the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending <b>Clackamas Community College</b> for 2020-2021.</p> <p style="text-align: center; font-size: small;">(Print Student's Name)</p> <p>_____ (Date)</p> <p>_____ (Student's Signature)</p> <p>_____ (Student's ID Number)</p>

<b>I. Notary's Certificate of Acknowledgement</b>
<p>State of _____ City/County of _____</p> <p>On _____, before me, _____, personally appeared,</p> <p style="text-align: center; font-size: small;">(Date) (Notary's name)</p> <p>_____, and provided to me on the basis of satisfactory evidence of identification _____ to be the above-named person who signed the foregoing instrument.</p> <p style="text-align: center; font-size: small;">(Printed name of signer) (Type of unexpired government-issued photo ID provided)</p> <p><b>WITNESS my hand and official seal</b></p> <p style="text-align: center;">(Seal) _____ (Notary Signature)</p> <p style="text-align: right;">My commission expires on _____</p>

**This worksheet must be signed and dated to be valid. Electronic and/or digital signatures are not valid.**

**J. Student Information**

Student's Name: \_\_\_\_\_ CCC ID: \_\_\_\_\_

**K. High School Completion Status**
**High School Graduate/Equivalency** – Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2020-2021:

- A copy of the student's high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- For a student who was homeschooled in a state where state law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a state where state law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

*A student who is unable to obtain the documentation listed above must contact the financial aid office.*

**NOTE: If there is a difference with your name, please submit documentation such as a marriage license or court name change document.**

**L. Certification and Signatures** – Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student whose information was reported on the FAFSA must sign and date. Warning! If you purposely give false or misleading information you may be fined, sentenced to jail, or both.

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

**This worksheet must be signed and dated to be valid. Electronic and/or digital signatures are not valid.**