

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.

A. Student Information

Student's Name: _____ Date of Birth _____ CCC ID: _____

B. Household Information – List the members in your parents' household. Attach an additional sheet if necessary.

Please include: yourself, even if you don't live with your parents, your parents/step-parent (if your parent is remarried you must include your step-parent), your parents' other children (even if they do not live with your parents), siblings, and individuals who will receive more than half of their support from your parents between July 1, 2021 and June 30, 2022.

| Full Name | Relationship to Student | Age | Enrolled in College at least half-time (check one) | | College |
|-----------|-------------------------|-----|--|-----------------------------|-----------------------------|
| | Self | | | | Clackamas Community College |
| | Parent/Step parent | | | | |
| | Parent/Step parent | | | | |
| | Sibling/Other: _____ | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| | Sibling/Other: _____ | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| | Sibling/Other: _____ | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |

C. Tell us about your 2019 tax filing status –
Student's Filing Status (select only one)

- I filed my 2019 return and successfully used the IRS Data Retrieval Tool via the FAFSA. **Tax transcript not required.**
- I filed my 2019 return and chose not to or, I am unable to use the IRS Data Retrieval Tool. **Submit your 2019 (signed) Tax Return and Schedules 1, 2 & 3 or Tax Return Transcript.**
- I amended my taxes after originally filing my 2019 return and will submit:
 - 2019 (signed) Tax Return and Schedules 1, 2 & 3 or Tax Return Transcript
 - 2019 (signed) IRS 1040X form
- I did not and I am not required to file a federal tax return. I was not employed and earned no income from work in 2019.
- I did not and I am not required to file a federal tax return. In 2019, I earned income from the source(s) listed below:

| Employer's Name | 2019 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 |

Attach all W-2s and/or 1099s issued to you in 2019

*IRS Verification of Non-Filing Letters can be requested by checking box 7 and 8 (if no W-2s provided) on [IRS Form 4506-T](#). **Notice:** 2019 IRS Verification of Non-Filing Letters must be dated *on or after* October 1, 2019.

Parent(s) Filing Status (select only one)

- My parent(s) filed their 2019 return and successfully used the IRS Data Retrieval Tool via the FAFSA. **Tax transcript not required.**
- My parent(s) filed their 2019 tax return and chose not to or, were not able to use the IRS Data Retrieval Tool. **Submit parent's 2019 (signed) Tax Return and Schedules 1, 2 & 3 or Tax Return Transcript.**
- My parent(s) amended their taxes after originally filing their return and will submit:
 - 2019 (signed) Tax Return and Schedules 1, 2 & 3 or Tax Return Transcript
 - 2019 (signed) IRS 1040X form
- My parent(s) did not and is/are not required to file a federal tax return. My parent(s) were not employed and earned no income from work in 2019. **Submit 2019 IRS Verification of Non-filing Letter***
- My parent(s) did not and is/are not required to file a federal tax return. In 2019, my parent(s) income from the source(s) listed below: **Submit 2019 IRS Verification of Non-filing Letter***

| Employer's Name | 2019 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 |

Attach all W-2s and/or 1099s issued to your parent(s) in 2019

D. 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 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: _____

Parent Signature: _____ Date: _____

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

Verification is a process that compares the information you reported on your FAFSA to federal income tax and other information. It is important to know that your selection for verification does not necessarily mean that there is incorrect information on your FAFSA. The Department of Education selects students for verification randomly, and schools like Clackamas Community College (CCC) are required to complete the review before awarding financial aid.

If you are selected for verification, CCC will request documentation from you necessary to complete the verification process.

To be eligible for most types of financial aid, verification must be completed before the end of the term for which you are applying for financial aid so the financial aid offer can be created, accepted and loans originated with the US Department of Education. However, if you are eligible for the Federal Pell Grant, the deadline for completing verification for the Federal Pell Grant only is 120 days after the end of the term for which you are applying for financial aid. There is a final deadline for Pell grant payments in September 2021 that has not been published by the US Department of Education at the time of this publication. Failure to submit all verification materials by these deadlines will result in no financial aid being awarded to you and you will be responsible for any balance incurred at CCC. See Financial Aid Deadlines Calendar.

To ensure timely disbursement of your financial aid, we recommend that you submit all documentation to us as early as possible, but no later than the following dates:

| Term | Recommended Timeline | Term | Recommended Timeline |
|------------------|----------------------|------------------|----------------------|
| Summer Term 2021 | May 1, 2021 | Winter Term 2022 | September 27, 2021 |
| Fall Term 2021 | June 21, 2021 | Spring Term 2022 | January 3, 2022 |

Verification begins with our office collecting a few forms and tax documents from you, and possibly your family, to confirm the information reported on your FAFSA. All information collected by our office is stored electronically with restricted access to ensure your information is private and secure throughout the review process.

As we continue the process, our staff may need additional or follow-up information from you. This is normal and may simply be the result of unclear or conflicting information that requires resolution. Because each student is unique, we never know exactly what each verification will entail until we begin reviewing your documents. These requests are made through Self-Service and your myClackamas student email, so please check your account frequently.

If you have unique tax situations such as having a current extension to file your 2019 taxes, you filed an amended 2019 tax return, you are a victim of IRS tax-related identify theft that impacted your 2019 taxes or you file a tax return in a country other than the US, please contact our office at финаid@clackamas.edu for additional guidance.

To obtain a copy of your **Tax Return Transcript** or **Verification of Non-Filing Letter** go to www.IRS.gov.

If you are having issues with this process contact us at финаid@clackamas.edu for other options.