



# 2018–2019 Verification Worksheet Dependent Student

Your 2018–2019 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 are required to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator at TOMPKINS CORTLAND will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, TOMPKINS CORTLAND will update your FAFSA information. You, and at least one parent, must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid office at TOMPKINS CORTLAND. We may ask for additional information after your initial documents are reviewed. **We cannot continue processing your financial aid application until all requested information is received and completed.**

## A. Dependent Student’s Information

Student’s Last Name (print)	First Name	M.I.	Students TC3 ID
Student’s Address			Student’s Date of Birth
City	State	Zip Code	Student’s Email Address
Student’s Home Phone Number (include area code)			Student’s Alternate or Cell Phone Number

## B. Dependent Student’s Family Information

Print the information requested below: **do not leave this section blank.**

### Marital status of parent(s) reported on the FAFSA:

\_\_\_\_\_ married/remarried    \_\_\_\_\_ single    \_\_\_\_\_ divorced/separated    \_\_\_\_\_ widowed    \_\_\_\_\_ unmarried\*

\*biological and /or adoptive parents who live together and are not legally married must report income information for both Parent 1 and Parent 2.

Month and year your parent/stepparent were married, separated, divorced or widowed \_\_\_\_\_/\_\_\_\_\_

List below the people whom your parent(s)/stepparents will support between July 1, 2018 and June 30, 2019. Write in the name of the college for anyone you listed here (excluding your parents) that will be attending college at least half-time between July 1, 2018 and June 30, 2019. This includes: **Yourself and your parent(s)/stepparents (even if you do not live with your parents).** Grandparents and legal guardians are **not** considered parents (do not list them). Regardless of your parents marital status or gender, list both if they live together. **Your parent(s)’ other children**, even if they don’t live with your parent(s), if your parents will provide more than half of their support from July 1, 2018 to June 30, 2019, or the children would be required to provide parental information when applying for Federal Financial Aid.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Tompkins Cortland CC</i>	<i>Yes</i>
		<i>Self</i>		

**C. Dependent Student's Income Information to Be Verified (Check the box that applies):**

I have filed a tax return and my 2016 tax transcript is attached or  I used the IRS Data Retrieval

**TAX RETURN NONFILERS**—Complete this section if the student will not file and is not required to file a 2016 income tax return with the IRS.

- The student was not employed and had no income earned from work in 2016.
- The student was employed in 2016 and has listed below the names of all the student's employers, the amount earned from each employer in 2016. Attach copies of all 2016 IRS W-2 forms issued to the student by employers. List every employer even if they did not issue an IRS W-2 form.

Employer's Name	2016 Amount Earned
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>

**D. Parent's Income Information to Be Verified**—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

**Check the box that applies:**

I/we have filed a tax return and my(our) 2016 tax transcript is attached.  I/we used the IRS Data Retrieval.

**TAX RETURN NONFILERS**—Complete this section if the student's parent(s) **will not file** and is not required to file a 2016 income tax return with the IRS. **EACH parent is required to complete IRS form 4506-T and submit it to the IRS.** The letter that is sent to you from the IRS will then need to be turned in to the financial aid office at TC3.

- Parent 1 was not employed and had no income earned from work in 2016. **File IRS form 4506-T.**
- Parent 2 was not employed and had no income earned from work in 2016. **File IRS form 4506-T.**

The parent(s) was employed in 2016 and has listed below the names of all the parent's employers, the amount earned from each employer in 2016. Attach copies of all 2016 IRS W-2 forms issued to the parent(s) by employer(s). List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.

Employer's Name	2016 Amount Earned
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>

**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's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**Return this worksheet with documentation to:**  
**Tompkins Cortland Community College Financial Aid Office**  
**P.O. Box 139, 170 North Street| Dryden, New York 13053-0139**  
**Phone: 607.844.6580 | Toll Free: 888.567.8211 | Email: [aid@tompkinscortland.edu](mailto:aid@tompkinscortland.edu) | Fax: 607.844.6538**