2016/17 Verification Instructions

Your application has been chosen for “verification.” There are five types of verification determined by the Federal processor. Based on the type of verification, RCC must collect certain documents supporting information you reported on your 2016-2017 Free Application for Federal Student Aid (FAFSA).

The law (federal aid program rules, 34 CFR, Part 668) states RCC’s Financial Aid Office has the right to require documents necessary to complete verification before awarding federal aid. RCC also has the right to verify what we believe to be conflicting information.

Based on the information provided during verification, necessary changes to your FAFSA are electronically submitted to the federal processor by RCC’s Financial Aid Office. You’ll receive a revised Student Aid Report (SAR). Verification is complete when all requested information is submitted and any necessary corrections have been made. The deadline to complete verification is 9/15/17 or 120 days after your last day of enrollment, whichever is earlier.

Failure to provide all requested information will result in your application not being processed and no aid award.

WHAT YOU NEED TO DO:

Go to www.roguecc.edu, myRogue, Financial Aid Status, 2016/17 “What is Needed to Complete Application Processing/Message Board.” Based on the type of verification you were chosen for, you might be required to submit one or more of the following:

- A completed, signed and dated Verification Worksheet.

- Federal tax return filers: 2015 IRS Tax Return Transcript(s), and Wage & Income Transcript(s) or all W-2’s unless your data comes directly from the IRS Data Retrieval Tool (DRT). RCC strongly recommends you use the IRS Data Retrieval Tool (DRT) when possible.

- Non-tax return filers: Copies of all 2015 W-2’s for Income Earned from Work and 1099G for Unemployment benefits that were taxed.

- High School Verification form (follow instructions on the form)

- Identity/Statement of Educational Purpose form (follow instructions on the form)

- Verification of Untaxed Income form (follow instructions on the form)

- Additional Income Information for Verification form (follow instructions on the form)

WHAT YOU NEED TO KNOW:

If IRS Return Transcript(s) are required and you are unable to use the IRS Data Retrieval Tool (DRT) and you are:

>> a Dependent Student, we need:

- Your IRS Tax Return Transcript and Wage & Income Transcript(s) or all W-2’s

- Your parent(s) IRS Tax Return Transcript(s) and Wage & Income Transcript(s) or all W-2’s – If, at the time the 2016/17 FAFSA was signed, the parent who signed it was:
  Married or living with your biological/adoptive parent, regardless of gender – Submit Parent 1 (father/mother/stepparent’s) and Parent 2 (father/mother/stepparent’s) joint IRS Tax Return Transcript, and Wage & Income Transcript(s) or all W-2’s or both of their separate IRS Tax Return Transcripts, and Wage & Income Transcripts or all W-2’s.
  Separated, Divorced, or Widowed – Submit that parent’s IRS Tax Return Transcript and Wage & Income Transcript or all W-2’s.

>> an Independent Student, we need:

- Yours - If separated/divorced/widowed when the 2016/17 FAFSA was signed and you filed a joint return, submit a copy of the joint IRS Tax Return Transcript and Wage & Income Transcript(s) or all W-2’s.

- Spouse - If married when the 2016/17 FAFSA was signed, submit your joint IRS Return Transcript, and Wage & Income Transcript(s) or all W-2’s or both separate IRS Return Transcripts, and Wage & Income Transcripts or all W-2’s.
Your options for obtaining a free IRS tax return transcript are:
- **Online Request** - Go to [www.irs.gov](http://www.irs.gov), under the Tools heading on the IRS homepage; click "Get a Tax Transcript". Click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- **Telephone Request** - 1-800-908-9946
- **Paper Request Form** - IRS Form 4506T-EZ or IRS Form 4506-T (If you moved since filing your taxes you **must** use this form.)

If you were granted a filing extension by the IRS provide the following:
- A copy of the IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.
- A signed copy of the 2015 IRS Form 1040X.

If you amended your IRS income tax return provide the following:
- A 2015 IRS Tax Return Transcript; **and**
- A copy of the 2015 IRS Tax Return Transcript.

If you were granted a filing extension by the IRS provide the following:
- A copy of IRS Form 4868, “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,” that was filed with the IRS for tax year 2015; **or**
- A copy of the IRS’s approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2015; **and**
- A copy of IRS Form W–2 for each source of employment income received for tax year 2015 and, if self-employed, a signed statement certifying the amount of the individual’s Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2015.

If you were a victim of IRS identity theft provide the following:
- Contact the IRS at 1-800-908-4490. Upon authentication of the tax filer’s identity, the IRS will provide, by U.S. Postal Service, a Tax Return Database View (TRDBV) transcript. You will also need to provide any W-2(s) and 1099(s); **and**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

If you filed non-IRS income tax returns provide the following:
- A transcript that was obtained at no cost from the relevant taxing authority of a U.S. territory (Guam, American Samoa, the U.S. Virgin Islands) or commonwealth (Puerto Rico and the Northern Marianas Islands), or a foreign central government, that includes all of the tax filer’s income and tax information required to be verified for tax year 2015; you will also need to provide any W-2(s) and 1099(s); **or**
- If a transcript cannot be obtained at no cost from the relevant taxing authority, a signed copy of the 2015 income tax return(s) along with any W-2(s) and 1099(s).

If you are asked to verify Household Size on the **Verification Worksheet** and you are:

**>> a Dependent Student**, include in your parents’ household*:
- yourself,
- your parents, even if you don’t live with your parents,
- your parents’ other children if a) your parents will provide more than half of their support from 7/1/16 through 6/30/17, or b) the children could answer “no” to every question in Step Three of the FAFSA,
- other people if they now live with your parents, your parents provide more than half of their support and your parents will continue to provide more than half of their support from 7/1/16 through 6/30/17.
- The number in college should be those in your parent’s household who will be at least half-time in a program of study that leads to a college degree or certificate. Always count yourself. Do not include your parents.

*Parent’s Household: If your legal parents (biological and/or adoptive) are living together (married or not), include both, regardless of their gender. If your parents are divorced or separated, include the parent you lived with more during the past 12 months. If you did not live with one parent more than the other, include the parent you lived with more during the past 12 months. If you were born on or after 1/1/85, include a stepparent who is married to your legal parent, even if your parent is widowed or never married, include that parent. (Grandparents, legal guardians, aunts and uncles are not considered parents unless they have legally adopted you.)

**>> an Independent Student**, include in your household:
- yourself,
- your spouse,
- your children, if you will provide more than half of their support from 7/1/16 through 6/30/17, 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 from 7/1/16 through 6/30/17.
- The number in college should be those in your household who will be attending college at least half-time in a program of study that leads to a college degree or certificate. Always count yourself.

Submit all items requested and direct any financial aid questions as follows:
Mailing Address: Financial Aid Office · 3345 Redwood Highway · Grants Pass, OR 97527
Fax: 541-471-3585 (RWC) or 541-245-7648 (RVC)
Rogue Central Services:
Email: RCS@roguecc.edu
Rogue Central · Redwood Campus, Grants Pass · Student Services Bldg.
Rogue Central · Riverside Campus, Medford · Bldg. G (2nd Floor)
Rogue Central · Table Rock Campus, White City · Room 187