



## DEPENDENT VERIFICATION WORKSHEET

(FAC19DVF) Finaid V1, V5

Office of Financial Aid  
PO Box 2001  
Toms River, NJ 08754  
Phone: (732) 255-0310  
Fax: (732) 864-3865  
Email: financialaid@ocean.edu

# 2019-2020

Your FAFSA application was selected for a review called “verification”. During this review, Ocean County College will compare information from your FAFSA with the information that is submitted to the Financial Aid Office. The verification process will begin once all requested documents are received. Verifications are reviewed in the date order received, therefore, it is imperative to return the requested documents within two weeks. Additional information may be requested during the review. ***In accordance with Federal student aid regulations (34 CFR, 668.51-61), Ocean County College will not process a financial aid award (Stafford loans or grants) until verification requirements are complete.***

### **Instructions:**

1. Complete, sign and submit this worksheet along with any other requested documents to the Financial Aid office.
2. Please allow 4-6 weeks for processing (6-8 weeks if submitting during peak processing).
3. The Financial Aid office will electronically correct any errors found on your FAFSA as a result of this review. Once we have made these corrections, do not submit additional corrections to your FAFSA. This will cause a delay in processing your aid.
4. Contact the Financial Aid office at (732) 255-0310 or [financialaid@ocean.edu](mailto:financialaid@ocean.edu) should you have questions.

### **Student Information**

Last Name	First Name	MI	OCC ID
Address (include apt. #)			Date of Birth
City	State	Zip Code	Phone Number (include area code)

### **Family Information**

List the people in your parents household; include 1) yourself, 2) your parents (if your parents are separated or divorced and are not remarried, list only the parent with whom you live – if they are remarried, list the stepparent that lives with you). If your parents are not married, but live in the same household, both must be listed; 3) your parent’s children, if they live with you, and your parents provide, and will continue to provide more than half of their support from July 1, 2019 through June 30, 2020, or if they would be required to provide parental information if they were completing a 2019-2020 FAFSA – this includes children who do not live with your parents; and 4) any other people if they now live with you, and your parents provide, and will continue to provide more than half of their support from July 1, 2019 through June 30, 2020. Also include the name of the college for yourself and any family member (other than your parents) who will be attending college, at least half-time between July 1, 2019 through June 30, 2020, and will be enrolled in a degree or certificate program. Add a separate page if you need additional space.

Full Name	Age	Relationship to Student	College Name (not initials)
Example: Joseph A. Smith	18	Self	Ocean County College

**Tax Forms and Income Information****1. Student – check box a, b, c or d:**

- a.  I filed a 2017 IRS Tax Return and used the IRS Data Retrieval Tool to transfer my information to FAFSA. I did not make any changes to the information after the transfer. If you amended your tax return, also submit a copy of the signed 1040X.
- b.  I filed a 2017 IRS Tax Return and did not or could not use the IRS Data Retrieval Tool to transfer my information to FAFSA. I am enclosing a copy of my 2017 IRS Tax Return Transcript <https://www.irs.gov/individuals/get-transcript> (copies of 1040, 1040A or 1040EZ are not acceptable). If you amended your tax return, also submit a copy of the signed 1040X.
- c.  I did not work in 2017 or file a tax return.
- d.  I worked in 2017 but was not required to, and did not, file a tax return. List all income in the box below and submit copies of the w2's and/or 1099's from your employers. If you cannot locate the w2's/1099's, order a "Wage and Income Statement" from <https://www.irs.gov/individuals/get-transcript>.

If student checked box d above - Name of Employer	Wages Earned in 2017
Example: Bob's Diner	\$5250.00

**2. Parent – check box a, b, c or d (see item 2 in Family Information for a definition of parent):**

- a.  I/We filed a 2017 IRS Tax Return and used the IRS Data Retrieval Tool to transfer my/our information to FAFSA. I/We did not make any changes to the information after the transfer. If you amended your tax return, also submit a copy of the signed 1040X.
- b.  I/We filed a 2017 IRS Tax Return and did not or could not use the IRS Data Retrieval Tool to transfer the information to FAFSA. Enclosed is a copy of my/our 2017 IRS Tax Return Transcript <https://www.irs.gov/individuals/get-transcript> (copies of 1040, 1040A or 1040EZ are not acceptable). If you amended your tax return, submit a copy of the signed 1040X.
- c.  I/We did not work in 2017 or file a tax return. Each parent must order a "Verification of Nonfiling Letter" <https://www.irs.gov/individuals/get-transcript> or use IRS Form 4506-T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> (check box 7 and enter 12/31/2017 in box 9).
- d.  I/We worked in 2017 but was/were not required to, and did not, file a tax return. List all income in the box below and submit copies of the w2's and/or 1099's from your employers. If you cannot locate the w2's/1099's, order a "Wage and Tax Statement" from <https://www.irs.gov/individuals/get-transcript>.

If parent checked box d above - Name of Employer	Wages Earned in 2017	Parent Name
Example: Bob's Diner	\$5250.00	Joseph A. Smith

**Certification and Signatures**

By signing this worksheet, we certify that all the information provided within it is true, accurate, and complete. We understand that during the verification process discrepant data may be discovered. Should this occur, additional information may be requested in writing (postal, e-mail or oceanconnect) by the Financial Aid office in order to complete their review of my file. Failure to submit additional documentation may result in the delay of awarding or denial of aid.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature (one parent must sign) \_\_\_\_\_

Date \_\_\_\_\_

**Warning:** Individuals purposely giving false or misleading information during the application for Federal student aid may be fined, sentenced to jail, or both.