



Priority Deadline
Summer: April 13, 2018
Academic Year: June 15, 2018



Financial Aid and Scholarships
A-129J Murphy Hall
Box 951435
Los Angeles, CA 90095-1435
Phone: 310-206-0400
FAX: 310-267-4143

2018-2019 DEPENDENT VERIFICATION FORM

Name: Last _____ First _____ UID# _____

Your file has been selected for review in a process called “verification” based on data provided on your Free Application for Federal Student Aid (FAFSA)/DREAM Application. We cannot evaluate your eligibility for financial aid until you submit all required verification documents. Delays in completion and/or submission to complete your financial aid file may result in limited funding for 2018-2019 (including summer 2018).

Please check this box if you will be enrolled at UCLA for Summer 2018

STUDENT TAX AND INCOME INFORMATION (Check appropriate boxes) Do NOT leave blank

If you FILED a 2016 Income Tax Return, please select ONE of the boxes below:

- Check here if you used IRS Data Retrieval Tool (DRT) at www.fafsa.gov. Please check Documents Request page on MyUCLA to determine if you are required to submit your 2016 tax transcripts. *Note: DRT is not available to CA Dream applicants.*
- Check here if you are submitting a complete copy of your 2016 Tax Return Transcript. See instructions on how to obtain an IRS Tax Return Transcript on the Instruction Page.

If you did NOT file a 2016 Income Tax Return, please select ONE of the boxes below:

- Check this box if you (the student) certify that you were not required to file a 2016 Income Tax Return and did NOT receive any forms of income.
- Check this box if you (the student) certify that you were not required to file a 2016 Income Tax Return and did receive income. Please list any income you received in the space below (Working, Self Employment, Etc...) Attach a copy of your W2 or 1099 for each amount listed below.

Employer’s Name/Source of Income	2016 Amount Earned
Ackerman Union (example)	\$2,000 (example)

PARENT TAX AND INCOME INFORMATION (Check appropriate boxes) Do NOT leave blank

If you FILED a 2016 Income Tax Return, please select ONE of the boxes below:

- Check here if **you used** IRS Data Retrieval Tool (DRT) at www.fafsa.gov. Please check Documents Request page on MyUCLA to determine if you are required to submit your 2016 tax transcripts. *Note: DRT is not available to CA Dream applicants.*
- Check here if you are submitting a complete copy of your and/or your spouse's 2016 Tax Return Transcript. See instructions on how to obtain a IRS Tax Return Transcript on the Instruction Page.

If you did NOT file a 2016 Income Tax Return, please select ONE of the boxes below:

Note: You are **REQUIRED** to submit a Verification of Non-Filing Letter from the IRS to our office. See instructions page on how to obtain IRS Verification of Non-Filing Letter.

- Check this box if you and your spouse (if applicable) certify that you were not required to file a 2016 Income Tax Return and did **NOT** receive any forms of income.
- Check this box if you and your spouse (if applicable) certify that you were not required to file a 2016 Income Tax Return and did receive income. Please list any income you received in the space below (working, Self Employment, Etc...) Attach a copy of your W2 or 1099 for each amount listed below.

Employer's Name/Source of Income	2016 Amount Earned

CERTIFICATION STATEMENT

I certify that all information reported on this form is complete and accurate. I understand that I may be required to provide additional documentation. Purposely providing false or misleading information on this worksheet may result in an investigation by the Inspector General for Student Aid Fraud. I understand that certain awards (i.e. University Grant) are subject to availability of funds that may not be available if the form is submitted late.

Student Signature* Date
**Electronic signatures are NOT acceptable.*

Parent Signature* Date

DEPENDENT VERIFICATION INSTRUCTION PAGE

- TAX RETURN FILERS-2016 IRS Tax return transcript may be obtained through the following options:
 - ◆ Online Request: www.irs.gov. Under Tools, click on *Get a tax transcript -> Get Transcript ONLINE*. Be sure to request the “IRS Tax return Transcript” and NOT the “IRS Tax Account Transcript” and select “2016” in the Tax Year field.
 - ◆ Telephone Request: Call 1-800-908-9946
 - ◆ Paper Request Form: IRS Form 4506T-EZ or IRS Form 4506-T
- NON-TAX FILERS - 2016 IRS Verification of Non-Filing Letter may be obtained through the following options:
 - ◆ Online Request: www.irs.gov. Under Tools, click on ‘*Get a tax transcript*’ and follow the instructions
 - ◆ Paper Request: If you are unable to register online at www.irs.gov, you can print Form 4506-T from IRS website and request the verification of non-filing via mail.

IMPORTANT THINGS TO KNOW

- Delays in completion and submission of all financial aid documents required on Tracking Required Documents via the MyUCLA portal may result in limited funding and/or late release of the Financial Aid Notification (FAN) for the 2018-2019 school year (including summer 2018).
- Please mask first five digits of all Social Security Numbers on the documents you are submitting. Failure to do so will delay the preparation of your documentation for review and awarding.
- You may submit documents in person, via mail, by fax to 310-267-4143 (**single-side only**), or through Message Center: <http://www.financialaid.ucla.edu/Contact-Us> and click on “For Document Submission Only.”
- The federal deadline to submit verification documents is no later than 60 days after your last day of attendance or August 30, 2019, whichever is sooner.
- You may check the status of your financial aid by logging onto your MyUCLA portal: <http://www.my.ucla.edu>.

Do not return the instruction page to our office. It is for your reference only.