

<p><u>Submit form Online:</u> Log on to your www.myucla.edu account. Under the Finances and Jobs tab select "Awards and Notices" and upload your forms through Document Tracking</p>	<p><u>Submit form via Fax:</u> Fax: 310-267-4143 Attention: UCLA Financial Aid and Scholarships</p>
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2019-2020 DEPENDENT VERIFICATION FORM

Name: Last _____ First _____ UID# _____

Your file has been selected for "Verification" which requires our institution to verify the 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 and/or late disbursement of aid for 2019-2020 (including summer 2019).

Check this box if you plan to enroll for Summer 2019 (a separate Summer Aid Application is Required)

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

If you FILED a 2017 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 2017 tax transcripts. *Note: DRT is not available to CA Dream applicants.*
- Check here if you are submitting a complete copy of your 2017 Tax Return Transcript. See instructions on how to obtain an IRS Tax Return Transcript on the Instruction Page.

If you did NOT file a 2017 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 2017 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 2017 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 2017 W2 or 1099 for each amount listed below.

Employer's Name/Source of Income	2017 Amount Earned
Ackerman Union (example)	\$2,000 (example)

DEPENDENT VERIFICATION INSTRUCTION PAGE

- TAX RETURN FILERS-2017 IRS Tax return transcript may be obtained through the following options:
 - ◆ Online Request via PDF: www.irs.gov. Click on *Get Your Tax Record* -> *Get Transcript ONLINE*. Click on “Transcript types”. Be sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript” and select “2017” in the Tax Year field.
 - ◆ Online Request via Mail: www.irs.gov. Click on *Get Your Tax Record* -> *Get Transcript BY MAIL*. Follow instructions Click on “Transcript types”. Be sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript” and select “2017” in the Tax Year field.
 - ◆
 - ◆ Telephone Request: Call 1-800-908-9946
 - ◆ Paper Request Form: Download IRS Form 4506T-EZ or IRS Form 4506-T
- PARENT NON-TAX FILERS - 2017 IRS Verification of Non-Filing Letter may be obtained through the following options:
 - ◆ Online Request: www.irs.gov. Click on ‘*Get Your Tax Record*’ -> *Get Transcript ONLINE*. Click on “Transcript types”. 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 2017 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 2019-2020 school year (including summer 2019).
- 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 can fax documents to the Financial Aid Office at 310-267-4143 (**single-side only**) or submit via your MyUCLA account under “Finances and Jobs” then select “Awards and Notices” and upload them through Document Tracking. You can find the MyUCLA document upload link at: <https://www.financialaid.ucla.edu/Contact-Us>.
- The federal deadline to submit verification documents is no later than 60 days after your last day of attendance or August 30, 2020, 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.