

Your application has been selected for “verification.” There are three types of verification determined by the Federal processor. Based on your type of verification, RCC must collect certain documents supporting information you reported on your 2019-2020 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 9/15/20 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, 2019/20 “What I Must do to Complete My Application/My Messages.” Based on your type of verification, you might be required to submit one or more of the following:

- A completed, signed and dated **Verification Worksheet**.
- Federal tax return filers: 2017 IRS Tax Return Transcript(s), unless your data comes directly from the IRS Data Retrieval Tool (DRT).
- Non-tax return filers: A Verification of Non-Filing Letter from the IRS **and** copies of all 2017 W-2’s and 1099’s.
- High School Verification form (follow instructions on the form)
- Identity/Statement of Educational Purpose Verification form (follow instructions on the form)

WHAT YOU NEED TO KNOW:

If IRS Return Transcripts are required and you are:

>> **a Dependent Student**, we need:

- Your 2017 IRS Tax Return Transcript.
- Your parent(s) 2017 IRS Tax Return Transcript – if the parent who signed the 2019/20 FAFSA was at the time:
Married or living with your biological/adoptive parent, regardless of gender:
Submit Parent 1 (father/mother/stepparent’s) and Parent 2’s (father/mother/stepparent’s) joint 2017 IRS Tax Return Transcript or both of their individual 2017 IRS Tax Return Transcripts (if they filed separately.)
Single, Separated, Divorced, or Widowed:
Submit that parent’s 2017 IRS Tax Return Transcript.

>> **an Independent Student**, we need:

- Your joint 2017 IRS Tax Return Transcript, if you filed Married Filing Joint.
- Your individual 2017 IRS Tax Return Transcript, if you filed Single, Head of Household, or Married Filing Separate.
- Your spouse’s 2017 IRS Return Transcript, if they filed Single, Head of Household, or Married Filing Separate and you were married when the 2019/20 FAFSA was signed.

PLEASE NOTE: After review of the 2017 Tax Return Transcripts, we may require copies of 2017 W-2s and 1099s for to resolve conflicting income from work information.

Ways to get a Tax Return Transcript or Verification of Non-Filing letter:

- Online Request - Go to www.irs.gov, click "Get Your Tax Record", click “Get Transcript Online.” Only returning users already registered online with the IRS can access the online feature at this time. If you are not a returning user, you must request by mail.

RCC is an open institution and does not discriminate. For RCC's non-discrimination policy and a full list of regulatory specific contact persons visit the following webpage: www.roguecc.edu/nondiscrimination.

- Mail Request - If you're unable to register online, you may order by clicking "Get Your Tax Record," "Get Transcript by Mail". This option is only available if your current mailing address is the same as the address on your return.
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T. NOTE: You must use this option if you can't use the online option and you have moved since filing your return.
- Telephone Request - 1-800-908-9946

*We encourage you to provide documents from the IRS. If you, your spouse, or your parents cannot obtain the 2017 Tax Return Transcript from the IRS, you may submit a signed copy of the filed 2017 IRS tax return. If you, your spouse, or your parents cannot obtain the Verification of Non-Filing letter from the IRS, a statement and signature will be required.

If you amended your IRS income tax returns provide the following:

- A **signed copy** (both sides) of a 2017 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that is stamped and filed with the IRS.
- A 2017 Tax Return Transcript. If you cannot obtain your tax return transcript from the IRS, you may submit a signed copy of your 2017 IRS tax return.

If you were a victim of IRS identity theft provide each of the following:

- A Tax Return Database View (TRDBV) transcript that the IRS will send to you through the U.S. Postal Service upon authentication of the tax filer's identity. Contact the IRS at 1-800-908-4490. If you cannot obtain a TRDBV from the IRS, you may be able to submit a signed copy of your tax return. To submit a signed copy of your tax return, visit our office in person with your driver's license or state-issued identification.
- 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 Mariana 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 2017; 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 2017 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 7/1/19 through 6/30/20, or b) the children could answer "no" to every question in Step Three of the FAFSA, and
- 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 7/1/19 through 6/30/20.
- 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 who provided more financial support during the past 12 months or during the most recent year that you actually received support from a parent. If you have a stepparent who is married to your legal parent, include your stepparent. 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 7/1/19 through 6/30/20, 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 7/1/19 through 6/30/20.
- 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@rogucecc.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

RCC is an open institution and does not discriminate. For RCC's non-discrimination policy and a full list of regulatory specific contact persons visit the following webpage: www.rogucecc.edu/nondiscrimination.

Last Updated: 3/8/2018