

Last Name	First Name	MI	Palomar ID Number
-----------	------------	----	-------------------

The Financial Aid Office **may** be able to adjust data items used to calculate your expected family contribution (EFC) and your financial need if special circumstances exist that affect your ability to contribute towards the cost of education. This determination will be made on 2022 Income/Resources. Examples of special circumstances include:

- Emergency medical and dental expenses;
- Unforeseen & emergency related expenses that occur beyond your control;
- Unforeseen reduction in income or benefits.

If your family situation involves a special circumstance such as those described above, you may request for a review of your financial need status. Please note that the decision made by the financial aid office is final and may not be appealed to the Department of Education.

Submit the following Required information with this form –

- ◇ Please submit the attached 2022-2023 V1-Dependent Verification Worksheet; complete all sections of Group VI and a copy of your parent(s)' 2020 IRS Tax Transcript & a copy of the student's 2020 Tax Transcript/ Tax Return if filed.
- ◇ If you are submitting your request after March 1, 2023, your parent(s)' will be required to also provide a copy of 2022 IRS Tax Return & all 2022 income & W-2's etc.

Required Information Specific to Your Parent(s)' Special Circumstance

In addition, please provide the documentation specific to your parent(s)' special circumstance(s) -

Significant Reduction of Income

- ◇ A signed statement listing the date employment ended or changed and why.
- ◇ Copies of your parent(s)' most recent paycheck stub(s) showing 2022 year-to-date earnings.
- ◇ Copy of your parent(s)' resignation, termination or layoff notification by employer.
- ◇ Copy of current official documentation of unemployment compensation, disability insurance, severance pay, retirement pension pay out, and/or other documentation appropriate to your parent(s)' situation for 2022.

Separation/Divorce

Which occurred after the 2022-2023 FAFSA was completed.

- ◇ A signed statement listing the date of separation/divorce, names and ages of current household members, monthly amount of child support and/or spousal support and when payments begin or are expected to begin.
- ◇ If your parent(s) no longer receives child support for one or more of the children, specify the date(s) the child support ended, how many children in the household will continue to receive child support, and how much your parent(s) will receive each month.
- ◇ Copy of divorce decree or legal separation documents, if available.
- ◇ Copy of child and/or spousal support decree, if available.

One-Time Income Received in 2020.

This income will not be received in 2020. Examples include: capital gains from the sale of property or investment, one-time distribution from pension account, severance pay, or inheritance. Do not include: gambling winnings or lottery.

- ◇ Explanation of type and amount of income that was received in 2020 and is a one-time occurrence. Also indicate how this one-time income has been allocated.

Military Discharge

- ◇ Copy of DD Form 214, Member 4 copy **AND** the last LES

Last Name

First Name

MI

Palomar ID Number

PERSONAL STATEMENT OF EXPLANATION

Please explain your special circumstances. Tell us why your situation calls for a change to your financial need status. Be sure to include any documentation you have to support your statements. *(If you need additional space, use the back of this form.)*

My parent(s) have been receiving unemployment benefits as a result of COVID-19 pandemic

Yes

No

My parent(s) Unemployment benefits has or will be terminated on _____
Month **Year**

Significant and/or Recurring Medical, Dental or Nursing Home Expenses Not Covered by Insurance

- ◇ Explanation of why these expenses are not covered by insurance.
- ◇ If the 2020 Federal Income Tax Return was filed with Schedule A, provide a copy of Schedule A.
- ◇ Copies of billing statement(s) from provider(s).
- ◇ Proof of payment (e.g., credit card statements, copies of canceled checks, bank account withdrawals, etc.) for expenses paid out of pocket.
- ◇ Documentation of continuing expenses not covered by insurance.
- ◇ If continuing expenses, statement from attending physician or State Disability Office.

Other Special Circumstances

Other special circumstances that may justify a Request for an Income Change Review (for example: death) that has occurred since filing the 2022-2023 FAFSA. Please note that additional documentation may be requested.

- ◇ Supporting documentation.

EARNED income & PROJECTED income for 2022

Do not leave any item blank – if an item does not apply, write “N/A” or “0.”

Parent(s) EARNED Income Sources <i>Gross Annual</i>	January 2022—December 2022		Father	Mother
	Start Date:	End Date:		
Wages/Income from Work			\$	\$
Standard Unemployment Compensation			\$	\$
COVID-19 Unemployment Comp			\$	\$
Disability Income/Worker's Comp			\$	\$
Other Income. Source:			\$	\$

Parent(s) PROJECTED Income Sources <i>Gross Annual</i>	January 2022—December 2022		Father	Mother
	Start Date:	End Date:		
Wages/Income from Work			\$	\$
Standard Unemployment Compensation			\$	\$
COVID-19 Unemployment Comp			\$	\$
Disability Income/Worker's Comp			\$	\$
Other Income. Source:			\$	\$

Student's Income

- ◇ No change
- ◇ Change in income, will also submit a Student Request for Income Change Review

B. Certification

I certify that all information reported on this form is true and accurate to the best of my knowledge. I have attached all required documentation. If asked, I will provide additional information or documentation of my special circumstances.

If my financial situation changes after I submit this form, I will notify the Financial Aid Department immediately.

Student Signature

Date

Parent Signature

Date

Financial Aid Office Use Only:

	Approved		Denied	Reviewer Signature and Date	
--	----------	--	--------	-----------------------------	--



Financial Aid, Veterans & Scholarship Services
2022-2023 V-1 Verification Worksheet – Dependent

For Office Use Only

The U.S. Department of Education and/or Palomar College selected your application for review in a process called "Verification." In this process, we are required by law to compare information from your FAFSA with the information provided on this form and all requested financial documentation. Corrections may be deemed necessary. **We cannot process your financial aid until verification has been completed. Please provide the required documents as soon as possible and read all instructions carefully before completing this worksheet to avoid delaying your financial aid awards.**

Last Name First Name MI PALOMAR ID Number

INSTRUCTIONS:

Step 1: Collect and attach **ALL** required documentation (see "Required Documentation" below).

Step 2: Complete this form. **BOTH** the student and one parent must sign the form.

Step 3: Make **PHOTOCOPIES** of required documents and submit in person to the Palomar College Financial Aid Office **-or-** scan and email to us from your **Palomar Student Email Account** to finaid@palomar.edu

REQUIRED DOCUMENTATION

STUDENT DOCUMENTATION REQUIRED

A. If the student FILED taxes for 2020 (or was required to file taxes), please attach:

- A **PHOTOCOPY** of the 2020 Tax Return Transcript (*a document issued by the IRS*).

We will also accept a signed copy of your 2020 Federal Income Tax Return submitted to the IRS in lieu of a tax transcript

◊ To order a 2020 Tax Return Transcript online:
<http://www.irs.gov/individuals/Get-Transcript>.

◊ To order a 2020 Tax Return Transcript by phone:
1-800-908-9946.

◊ If you used the IRS Data Retrieval Tool (*transfers tax data to your FAFSA*) successfully when completing your FAFSA online, we **DO NOT** need your tax transcripts.

----- **OR** -----

- B.**
- If the student worked in 2020, but **DID NOT** file taxes, attach a **PHOTOCOPY** of **ALL** 2020 W-2 and/or 1099 forms or IRS Wage and Income Transcript.
 - "Verification of Non-filing Letter" from the IRS is not required for Dependent Students. It is a requirement for parent (s) only.

PARENT DOCUMENTATION REQUIRED

A. If the parent(s) FILED taxes for 2020 (or were required to file taxes), please attach:

- A **PHOTOCOPY** of the 2020 Tax Return Transcript (*a document issued by the IRS*).

We will also accept a signed copy of your parent(s) 2020 Federal Income Tax Return submitted to the IRS in lieu of a tax transcript

◊ To order a 2020 Tax Return Transcript online: _
<http://www.irs.gov/individuals/Get-Transcript>.

◊ To order a 2020 Tax Return Transcript by phone:
1-800-908-9946.

◊ If your parent(s) used the IRS Data Retrieval Tool (*transfers tax data to your FAFSA*) successfully when completing your FAFSA online, we **DO NOT** need your parent(s) tax transcripts.

----- **OR** -----

- B.**
- If the parent(s) worked in 2020, but **DID NOT** file taxes, attach a **PHOTOCOPY** of **ALL** 2020 W-2 and/or 1099 forms or IRS Wage and Income Transcript.
 - Request the "Verification of Non-filing Letter" from the IRS:
<http://www.irs.gov/individuals/Get-Transcript> or by phone 1-800-908-9946.

Family Information

List all of the people in your parent(s) household in the table below. Include:

- Yourself;
- Your legal parent(s) (biological or adoptive) even if you don't live with your parent(s). Note: you must include BOTH of your legal parents if they are living together, regardless of their marital status or gender.

If your parents are divorced or separated:

1. Include the legal parent with whom you live or who provides more than half of the support you currently receive from parents.
 2. Include any step-parent married to your legal parent.
 3. If you live with neither parent and neither parent provides support, include the one with whom you most recently lived or from whom you received support.
- Your parent(s) other children if your parent(s) will provide more than half of their support from July 1, 2022 through June 30, 2023, or if the other children would be required to provide parental information if they were completing a FAFSA for 2022-2023. Include children who meet either of these criteria, even if they do not live with your parent(s); **AND**
 - Other people if they currently live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support from July 1, 2022 through June 30, 2023.

Full Name	Age	Relationship	If this person will be attending college at least 1/2-time from July 1, 2022 to June 30, 2023, please write the name of the college here. Do not include parent in # in college
		<i>Myself</i>	<i>Palomar College</i>
		<i>Parent 1</i>	<i>N/A</i>
		<i>Parent 2 (if applicable)</i>	<i>N/A</i>

*If you need more space, attach a separate page with your name and Student ID Number at the top.

Income Information

<u>STUDENT INCOME</u>	<u>PARENT INCOME</u>
<p>1. Did you earn any income from employment in the US in 2020?</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>	<p>1. Did your parent(s) earn any income from employment in the US in 2020?</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>
<p>2. Were you required to file a US tax return for 2020?</p> <p><input type="checkbox"/> YES. See the "Student Documentation Required" section A for instructions on Page 1.</p> <p><input type="checkbox"/> NO. See the "Student Documentation Required" section B for instructions on Page 1.</p>	<p>2. Were your parent(s) required to file a US tax return for 2020?</p> <p>YES. See the "Parent Documentation Required" section A for instructions on Page 1.</p> <p>NO. See the "Parent Documentation Required" section B for instructions on Page 1.</p>

STUDENT INCOME

3. Did you earn any income from employment in a foreign country in 2020 and either did not file a foreign tax return or filed a foreign tax return?
- ☐ YES, and did not file a foreign tax return.
Indicate amount earned, translated into US dollars, and country earned in: \$ _____ in _____.
- ☐ YES, and filed a foreign tax return. You **MUST** submit a **PHOTOCOPY** of your foreign tax return **AND** the PALOMAR Foreign Income Conversion Form found on the Forms website. Convert all figures to US dollars, using the exchange rate in effect on the day you completed your FAFSA.
- ☐ NO, I did not earn any income from employment in a foreign country.
4. If you filed a 2020 Tax Return, did you file a Schedule 1? Please see tax return for this information.
- ☐ YES
☐ NO
- Are you a Dislocated Worker?
- ☐ YES
☐ NO

PARENT INCOME

3. Did your parent(s) earn any income from employment in a foreign country in 2020?
- ☐ YES, and did not file a foreign tax return and do not have a Social Security Number, Individual Identification Number or Employer Identification Number. Indicate sources & amount earned, translated into US dollars, and country earned in:
Sources: _____
\$ _____ \$ _____ in _____
- ☐ YES, and filed a foreign tax return. You **MUST** submit a **PHOTOCOPY** of your parent(s) foreign tax return **AND** the Palomar Foreign Income Conversion Form found on the Forms website. Convert all figures to US dollars, using the exchange rate in effect on the day you completed your FAFSA.
- ☐ NO, my parent(s) did not earn any income from employment in a foreign country.
4. If your parent (s) filed a 2020 Tax Return, did they file a Schedule 1? Please see tax return for this information.
- ☐ YES
☐ NO
- Are one or both parent(s) a Dislocated Worker?
- ☐ YES
☐ NO

Certification

Signing this form certifies that the information reported is complete and correct and that any false statement or failure to provide proof when asked may be cause for delay, denial, reduction or withdrawal of financial aid.

Warning: purposely giving false and/or misleading information may be cause for a fine, sentence to jail or both.

Student Signature

Date

Parent Signature

Date

Submit in person to the Palomar College Financial Aid Office -or- scan & email to us from your Palomar Student Email Account to finaid@palomar.edu