



Financial Aid Office Staff Only
 Make File
 Student ID#: _____
 Received By: _____
 Date Received: _____

2017-2018 Verification Worksheet Dependent Standard Student

Your 2017-2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Financial Aid Administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed. **ALL FORMS AND DOCUMENTATION MUST BE RECEIVED AT THE SAME TIME AS A COMPLETE PACKET. INCOMPLETE VERIFICATION PACKETS CANNOT BE RECEIVED OR PROCESSED AND WILL BE RETURNED.**

A. Dependent Student Information

Student First Name	Last Name	M.I.	Student SSN or ID Number
Student Street Address (include apt. no.)			Student Date of Birth
City	State	Zip Code	Student Email Address
Student Home Phone Number (include area code)			Student Cell Phone Number (include area code)

B. Dependent Student Family Information

What is your parent's current marital status as of the date you submitted your FAFSA online? (Circle only one)

Married Remarried Separated Single Divorced Widowed

List the people in your **parents' household** below, **as of today's date**, including:

- Yourself and your parent(s) (including stepparent(s) regardless of financial support);
- Your parents' other children, if any, if your parents will provide over 51% of their support from July 1, 2017, through June 30, 2018 or if the other children would be required to provide parental information if they were completing a FAFSA for 2017-2018. Include your brothers/sisters who meet these definitions even if they do not live with your parents.
- Other people who live with your parent(s) and your parent(s) provide over 51% of their support and will continue to provide over 51% of their support from July 1, 2017 through June 30, 2018.

If more space is needed, attach a separate page and list the name of the student and SSN or ID Number at the top of the page.

Full Name	Age	Relationship	College or University	Enrolled Half Time? (6 or more credit hours) Yes or No
<i>Missy Jones (example)</i>	<i>18 (example)</i>	<i>Sister (example)</i>	<i>Any College or University</i>	

NOTE: We may require additional documentation if we have reason to believe that the household and college information listed above is not accurate.



Student Name _____

SSN or ID Number _____

C. Dependent Student Income Information to Be Verified

Did you, the student, file a 2015 Federal Income Tax Return? _____ Yes (go to #1 below, omit #2) _____ No (go to #2 below, omit #1)

1. Tax Return Filers

Instructions: Complete this section if the student filed or will file a 2015 IRS tax return. The best way to verify income is by using the IRS Data Retrieval Tool (*IRS DRT*) which is an option on the FAFSA. If you have not already used the tool, go to www.FAFSA.ed.gov, select "Make FAFSA Corrections," and navigate to the Financial Information Section of the form. From there, follow the instructions to determine if you are to use the IRS DRT.

Check the box that applies:

- The student **has used** the IRS DRT to transfer 2015 tax return information into the student's FAFSA.
- The student **has not used** the IRS DRT yet, but will use the tool to transfer 2015 tax return information into the student's FAFSA.
- The student **is unable to use** the IRS DRT, instead will provide the school a 2015 Tax Return Transcript(s) for the student

2015 IRS Tax Return Transcript is available through one of the following options:

- **Get Transcript by MAIL** – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by Mail." Make sure to request the "Tax Return Transcript."
 - **Get Transcript ONLINE** – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "Tax Return Transcript."
 - **Transcript ORDER Line** – Call IRS automated attendant at **1.800.908.9946** to order a tax return transcript (select Option #2).
- Check here if you have attached a 2015 Tax Return Transcript(s) for the student.

2. Student Income from Work

Instructions: Complete this section and follow the instruction below.

Check the box that applies:

- The student **was not** employed and had no income earned from work in 2015. **Request Wage and Income Transcript which confirms that no W-2 Form is on File.**
- The student **was** employed in 2015; list below the names of all employers; the amount earned from each employer; and whether a W-2 is provided. Provide copies of all 2015 W-2 Forms issued to the student by your employers. List every employer even if the employer did not issue a W-2 Form. **Request your Wage and Income Transcript(s) if you do not have copies of all of your W-2 Forms.**

2015 IRS Wage and Income Transcript is available through one of the following to verify your status above:

- **Get Wage & Income Transcript by MAIL** – Go to www.irs.gov > *Click Forms and Pubs* > *Click Form 4506-T* > *Print and complete* > *Fax form to 816.292.6102.* **NOTE:** Your request may take up to 10 business days to process. Make sure to check the box for **line # 8** for "Wage & Income Transcript" (Form W-2) if you were employed.
- **Get Wage & Income Transcript by TELEPHONE** – Call IRS Customer Service representative at **1.800.829.0582, ext # 652** for assistance.

	Student 2015 Employer Name of Employer	2015 Amount Earned Income	W-2 Form Provided? Yes or No
1.			
2.			
3.			
4.			

3. Student Nontax Filer Form

Instructions: You must provide documentation from the IRS that indicates a 2015 tax return was not filed.

2015 Verification of Nonfiling is available through one of the following to verify your status above:

- **Get Nonfiling Letter by MAIL** – Go to www.irs.gov > *Click Forms and Pubs* > *Click Form 4506-T* > *Print and complete* > *Fax form to 816.292.6102.* **NOTE:** Your request may take up to 10 business days to process. Make sure to check the box for **line # 7** "Verification of Nonfiling" and box # 8 for "Wage & Income Transcript (Form W-2) if you were employed."
 - **Get Nonfiling Letter by TELEPHONE** – Call IRS Customer Service representative at **1.800.829.0582, ext # 652** for assistance.
- Check here if you have attached a Non-Filing Letter for the student.



Student Name _____

SSN or ID Number _____

D. Parent Income Information to Be Verified

Did your parent(s), file a 2015 Federal Income Tax Return? _____ Yes (go to #1 below, omit # 2) _____ No (go to #2 below, omit # 1)

1. Tax Return Filers

Important Note: The instructions below apply to each parent (or stepparent) included in your household.

Instructions: Complete this section if your parent(s) **filed or will file** a 2015 IRS tax return(s). The best way to verify income is by using the IRS Data Retrieval Tool (*IRS DRT*) which is an option on the FAFSA. If your parent(s) have not already used the tool, go to **www.FAFSA.ed.gov**, select "Make FAFSA Corrections," and navigate to the Financial Information Section of the form. From there, follow the instructions to determine if your parent(s) is eligible to use the IRS DRT.

Check the box that applies:

- The parent(s) **have used** the IRS DRT, in *FAFSA on the Web*, to transfer 2015 IRS tax return information into the student's FAFSA.
- The parent(s) **have not used** the IRS DRT yet, in *FAFSA on the Web*, but will use the tool to transfer 2015 IRS tax return information into the Student's FAFSA.
- The parent(s) **are unable to use** the IRS DRT, instead will provide the school a 2015 IRS Tax Return Transcript(s).

2015 IRS Tax Return Transcript is available through one of the following options:

- **Get Transcript by MAIL** – Go to **www.irs.gov**, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by Mail." Make sure to request the "Tax Return Transcript."
- **Get Transcript ONLINE** – Go to **www.irs.gov**, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "Tax Return Transcript."
- **Transcript ORDER Line** – Call IRS automated attendant at **1.800.908.9946** to order a tax return transcript (select Option # 2).

If your parent(s) filed separate 2015 income tax returns; 2015 Tax Return Transcripts must be provided for both parents.

- Check here if you have attached a 2015 Tax Return Transcript(s) for both of your parents
- Check here if you have attached a 2015 Tax Return Transcript for one of your Parents _____ Father or _____ Mother

2. Parent Income from Work

Instructions: Complete this section and follow the instructions below.

Check the box that applies:

- Your parent(s) **were not** employed and had no income earned from work in 2015. **Request Wage and Income Transcripts to confirm that no W-2 Form is on file.**
- One of both of your parents **were** employed in 2015; list below the names of all employers; the amount earned from each employer; and whether W-2 Form(s) are provided. Provide copies of all 2015 W-2 Forms issued to your parent(s). List every employer even in the employer did not issue a W-2 Form. Request your Wage and Income Transcript(s) if you do not have copies of your W-2 Forms.

2015 IRS Wage and Income Transcript is available through one of the following to verify your status above:

- **Get Wage & Income Transcript by MAIL** – Go to **www.irs.gov > Click Forms and Pubs > Click Form 4506-T > Print and complete > Fax form to 816.292.6102. NOTE: Your request may take up to 10 business days to process.** Make sure to check the box for **line # 8 for "Wage & Income Transcript" (Form W-2) if your parent(s) were employed.**
- **Get Wage & Income Transcript by TELEPHONE** – Call IRS Customer Service representative at **1.800.829.0582, ext # 652** for assistance.

Father/Stepfather 2015 Employer Name of Employer	2015 Amount Earned Income	W-2 Form Provided? Yes or No
1.		
2.		
3.		

Mother/Stepmother 2015 Employer Name of Employer	2015 Amount Earned Income	W-2 Form Provided? Yes or No
1.		
2.		
3.		



Student Name _____

SSN or ID Number _____

3. Parent Nontax Filer Form

Instructions: You must provide documentation from the IRS that indicates that a 2015 tax return was not filed by your parent(s).

2015 Verification of Nonfiling is available through one of the following to verify your status above:

- **Get Nonfiling Letter by MAIL** – Go to www.irs.gov > *Click Forms and Pubs* > *Click Form 4506-T* > *Print and complete* > *Fax form to 816.292.6102.* *NOTE: Your request may take up to 10 business days to process.* Make sure to check the box for **line # 7 “Verification of Nonfiling”** and **box # 8 for the Wage & Income Transcript (Form W-2) if your parents were employed.**
 - **Get Nonfiling Letter by TELEPHONE** – Call IRS Customer Service representative at **1.800.829.0582, ext # 652** for assistance.
- Check here if you have attached a Non-Filing Letter for **both** of your parent(s).
- Check here if you have attached a Non-Filing Letter for **one** of your Parents _____ Father or _____ Mother

E. Certification and Signatures

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail or both.

By signing this worksheet, you are certifying that all of the information reported is complete and correct. The parent and student must sign and date below:

Parent Printed Name

Date

Parent Signature

Date

Student Printed Name

Student ID or SSN

Student Signature

Date

Do not mail this worksheet to the U.S. Department of Education.

Submit this worksheet to:

**Augusta Technical College
Financial Aid Office
3200 Augusta Tech Drive
Augusta, Georgia 30906**

For more information about our graduation rates, the median debt of student who completed the program, and other important information, please visit our website at www.augustatech.edu (*Click on Programs & Classes, Degree Diplomas and Certificates, (choose your division, then program), Gainful Employment.*)

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