



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

2017-2018 Verification Worksheet Independent 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. Independent 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. Independent Student Family Information

What is your 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 household below, as of today's date, including:

- Yourself and your spouse (if applicable);
- Your children, if any, if you will provide over 51% of their support from July 1, 2017, through June 30, 2018 or if the child would be required to provide your information if they were completing a FAFSA for 2017-2018.
- Other people who live with you and your spouse (if applicable) and will receive over 51% of their support from July 1, 2017 through June 30, 2018, from one or both of you.

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. Independent Student and Spouse (if applicable) Income Information to Be Verified

Did you, the student, and spouse (if applicable) 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 and Spouse Income from Work

Instructions: Complete this section if the student and spouse (if applicable) **worked in 2015**.

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's spouse (if applicable) **was not** employed and had no income earned from work in 2015.
- The student and spouse (if applicable) **were** employed in 2015; list below the names of all employers; the amount earned from each employer; and whether an IRS W-2 is/are provided. [Provide copies of all 2015 W-2 Forms issued to the student and/or spouse, if applicable.] List every employer even if the employer did not issue an IRS W-2 Form.

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.		

Spouse 2015 Employer (if applicable) Name of Employer	2015 Amount Earned Income	W-2 Form Provided? Yes or No
1.		
2.		
3.		
4.		



Student Name _____

SSN or ID Number _____

3. 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.
 Check here if you have attached a Non-Filing Letter for your spouse (if applicable).

D. 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:

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.*)

A Unit of the Technical College System of Georgia | Equal Opportunity Institution