



# 2018-2019 Independent Standard

## Verification Worksheet

Financial Aid Office Staff Only

Make  File

Student ID# \_\_\_\_\_

Received By: \_\_\_\_\_

Date Received: \_\_\_\_\_

<b>STUDENT NAME:</b>	<b>AugTech ID#:</b>
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Your application was selected for review in a process called "Verification." In this process, Augusta Tech will compare information from your 2018-2019 FAFSA with your and your parents' 2016 tax data, income and asset information. The law requires us to ask for this information before awarding Federal aid. If there are differences between your application information and your financial documents, Augusta Tech will need to make corrections. You are required to complete all sections of this form and to submit any required documentation to the Financial Aid Office. If all required information is not provided, Augusta Tech will not be able to complete the processing of your financial aid.

### Section 1: Household Information

Student's marital status at the time of application (*check one*):  Single  Married  Remarried  Divorced  Separated  Widowed

**List the people in your household;**

List the people in your and your spouse's (if married) household, including yourself, your spouse and other people who live with you and for whom you parent(s) will provide more than half of their support from July 1, 2018 through June 30, 2019.

*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
1.		Self	Augusta Technical College	
2.				
3.				
4.				
5.				
6.				
7.				

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

### Section 2: Income Information

NOTE: Student and spouse (*if married*) must check one box in each column below.

	Student	Spouse
Check here if you and/or spouse (if applicable) have completed the IRS Data Retrieval Tool on the FAFSA or IRS tax return transcripts are attached to this worksheet.	<input type="checkbox"/>	<input type="checkbox"/>
Check here if you and/or spouse (if applicable) will not file and are not required to file a 2016 U.S. Income Tax Return but you were employed. Attach copies of all 2016 W-2 Forms.	<input type="checkbox"/>	<input type="checkbox"/>
Check here if you and/or spouse (if applicable) will not file and are not required to file a 2016 U.S. Income Tax Return and you had no income from work in 2016 and therefore, do not have 2016 W-2(s). The IRS Non-Filer Form is required for student and/or spouse if one or both were not employed. Attach a copy to this worksheet. (See page 2.)	<input type="checkbox"/>	<input type="checkbox"/>

### Section 3: Sign this Worksheet

***By signing this form, I certify all information reported on this form and within the enclosed documentation is complete and correct. I understand that providing false or misleading information may result in a \$20,000 fine, a prison sentence, or both, according to the Higher Education Act of 1965, as amended, Section 490(a). Any false or misleading information is subject to cancellation of all Federal financial assistance. The student must sign below.***

**Deadline:** All requested verification documents must be submitted no later than 30 days prior to the end of the term, in which the student is requesting financial aid.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

# IMPORTANT DOCUMENTATION INFORMATION

## **IRS TAX RETURN TRANSCRIPT**

If you did not originally use the IRS Data Retrieval Tool when you filed the FAFSA, you may submit a correction at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and use the tool instead of submitting an IRS Federal Tax Return Transcript. Some tax filers may not be able to use the IRS Data Retrieval Tool. If that applies to you, submit the IRS Tax Return Transcript.

A Federal IRS Tax Return Transcript can be obtained online or by mail, free of charge, by visiting [www.irs.gov](http://www.irs.gov) (click on "Get My Tax Record") or by calling 1.800.908.9946. Be sure to request a "Return Transcript" and not an "Account Transcript." Federal financial aid policies will not allow us to accept a copy of your federal tax return or state tax return.

If you filed an amended tax return for 2016, you must provide a copy of your tax transcript (which will include only information from the original tax return) and a signed copy of the 2016 IRS form 1040X that was filed with the IRS.

If you filed a foreign 2016 tax return or a tax return with Guam, the Northern Mariana Islands, Puerto Rico, for the U. S. Virgin Islands, contact the Financial Aid Office for further instructions.

## **NON-TAX FILERS**

Students and/or spouses, who did not file a 2016 tax return must confirm this by requesting and submitting an IRS 2016 Non-Filer Form. Students and/or spouses should request a Non-Filer Form by calling 1.800.829.0582, ext. # 652.

## **WHAT HAPPENS NEXT?**

1. A financial aid professional will compare information on this worksheet and any required supporting documents with the information submitted on your 2018-2019 FAFSA. Please allow up to 10 – 14 days for this review.
2. If additional documentation is requested after reviewing the worksheet and supporting documents, we will request the additional information on your Smartweb account. A notification will be sent to your Smartweb Email account. It is the responsibility of the student to check their Smartweb account on a regular basis.
3. Augusta Technical College will electronically submit any necessary corrections to the 2018-2019 FAFSA (if required).
4. The Federal Department of Education will reprocess your FAFSA if corrections are necessary. The student will receive an updated electronic Student Aid Report.
5. If the student's financial aid eligibility changes for 2018-2019 as a result of corrections, the financial aid awards will be updated and the student will be notified by email to your Smartweb email account that award adjustments have occurred.

**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**

*Version: 6/18/2018*

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](http://www.augustatech.edu).