



## 2017-18 DEPENDENT VERIFICATION WORKSHEET TRACKING GROUP V1 - STANDARD

Your 2017-2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. To verify that you provided correct information, we will compare your FAFSA with the information on this verification document and other required documents. If there are differences, your FAFSA information will be corrected in this process. You must complete and sign this verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible in order to avoid delays with the processing of your financial aid.

### I. Student Information:

_____	_____	_____	_____
Student's Last Name	First Name	M.I.	Student's Social Security Number
_____			_____
Student's Street Address (include apt. no.)			Student's Date of Birth
_____			_____
City State Zip Code			Student's Email Address
_____			_____
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

### II. Number of Household Members and Number in College:

List below the people in the parents' household including:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half 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 children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2018

For any household member, excluding the parents, who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2017, and June 30, 2018, include the name of the college.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Student's Last Name                      First Name                      M.I.                      Student's Social Security Number

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>		

*Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.*

**III. Student Tax Filers (Non-filers skip to Section IV) - Check the box that applies:**

- The student has used the IRS DRT in *FAFSA on the Web*, to transfer 2015 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2015 IRS income tax return information into the student's FAFSA once the 2015 IRS income tax return has been filed.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2015 IRS Tax Return Transcript(s)**. (signature not required)

To obtain a copy of your 2015 Tax Return Transcript, go to [www.irs.gov](http://www.irs.gov), under the Tools heading on the IRS homepage, click "Get a Tax Transcript "; Select one of the two methods to obtain your tax transcript. Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." Tax Transcripts can also be requested by submitting Form 4506-T to the IRS.

**IV. Student Non-Tax Filers - Check the box that applies:**

- The student was not employed and had no income earned from work in 2015.
- The student was employed in 2015 and has listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. [Provide copies of all 2015 IRS W-2 forms issued to the student by his/her employer(s)]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Student's Last Name                      First Name                      M.I.                      Student's Social Security Number

Employer's Name	2015 Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

**V. Parent Tax Filers (Non-filers Skip to Section VI) - Check the box that applies:**

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2015 IRS income tax return information into the student's FAFSA once the 2015 IRS income tax return has been filed.
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2015 IRS Tax Return Transcript(s)**. (signature not required)  
 If the parents filed separate 2015 IRS income tax returns, **2015 IRS Tax Return Transcripts** must be provided for both. *(See page 2 on how to obtain a Tax Return Transcript.)*

    \_\_\_ Check here if a **2015 IRS Tax Return Transcript(s)** is provided.

    \_\_\_ Check here if a **2015 IRS Tax Return Transcript(s)** will be provided later.

**VI. Parent Non-Tax Filers - Check the box that applies:**

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2015 income tax return with the IRS.

**Check the box that applies:**

- Neither parent was employed and had no income earned from work in 2015.
- One or both parents were employed in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. [Provide copies of all 2015 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

\_\_\_\_\_  
 Student's Last Name                      First Name                      M.I.                      Student's Social Security Number

Employer's Name	2015 Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	\$2,000.00	Yes

### Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

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

\_\_\_\_\_  
 Print Student's Name                      Student's ID Number

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

\_\_\_\_\_  
 Parent's Signature                      Date

**Submit verification documents to the applicable campus location.**

**Macon campus:**

**Financial Aid Office  
 Central Georgia Technical College  
 3300 Macon Tech Drive  
 Macon, GA 31201**

**Warner Robins campus:**

**Financial Aid Office  
 Central Georgia Technical College  
 80 Cohen Walker Drive  
 Warner Robins, GA 31088**



### **Individuals Granted a Filing Extension by the IRS**

If an individual is required to file a 2015 IRS income tax return and has been granted a filing extension by the IRS, provide the following documents:

- A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2015;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2015; and
- A copy of IRS Form W-2 for each source of employment income received for tax year 2015 and, if self-employed, a signed statement certifying the amount of the individual's Adjusted Gross income and the U.S. income tax paid for tax year 2015.

### **Individuals Who Filed an Amended IRS Income Tax Return**

If an individual filed an amended IRS income tax return for tax year 2015, provide both of the following:

- A signed copy of the original 2015 IRS income tax return that was filed with the IRS or a 2015 IRS Tax Return Transcript; *and*
- A signed copy of the 2015 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

### **Individuals Who Were Victims of Tax Administration Identity Theft**

A victim of tax administration identity theft who is not able to obtain a 2015 IRS Tax Return Transcript or use the IRS DRT must contact the IRS at 1-800-908-4490. Upon authentication of the tax filer's identity, the IRS will provide, by U.S. Postal Service, a printout of the tax filer's 2015 IRS income tax return information.