



Appalachian Campus, 100 Campus Dr., Jasper, GA 30143
 Marietta Campus, 980 South Cobb Dr., Marietta, GA 30060
 Mountain View Campus, 2680 Gordy Parkway, Marietta, GA 30066
 North Metro Campus, 5198 Ross Rd., Acworth, GA 30102
 Paulding Campus, 400 Nathan Deal Blvd., Dallas, GA 30132
 Austell Campus, 1578 Veterans Memorial Hwy., Austell, GA 30168
 Woodstock Campus, 8371 Main Street, Woodstock, GA 30188
 Canton Campus, 1645 Bluffs Pkwy., Canton, GA 30114

2013-2014 Verification Worksheet – Tracking Group V1

Your 2013-2014 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. If your FAFSA is incorrect the financial aid office may be required to make corrections to your processed FAFSA. Corrections may alter your financial aid eligibility. You must complete and sign this verification worksheet, attach any required documents and submit it to the Financial Aid Office nearest you. 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.

Section A: Student Information:

Last name	First name	M.I.	I.D. Number/Social Security Number
Street address			Date of birth
City	State	Zip code	Phone number (with area code)
Student email			

Section B: Family Information:

Dependent Students (Your parent information was required on the FAFSA.)

List the people in your parents' household. Include yourself, your parent(s) (including stepparent) even if you don't live with your parents. Include your parents' other children, even if they don't live with your parent(s), if (a) your parents will provide more than half of their support from July 1, 2013 through June 30, 2014, or (b) the children would be required to provide parental information when completing a FAFSA. Include other people if they now live with your parents, and your parents **provide more than half** of their support and will continue to provide more than half of their support from July 1, 2013 and June 30, 2014. If your parents are divorced provide information for the parent you lived with the most during the last 12 months; or if you did not live with one parent more than the other, provide information for the parent from whom you received the most financial support during the last 12 months. If the parent you are listing on this worksheet is remarried, include your stepparent in the household.

Independent Students (You were not required to provide parental data on the FAFSA.)

List the people in your household. Include yourself, your spouse, your children and any other person that lives with you now and will be receiving more than half of their support from you through June 30, 2014.

Write in the names of all household members in the space (s) below. Also, write in the name of the college for any household member, who will be enrolling in college at least half-time between July 1, 2013 and June 30, 2014, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College	Must be enrolled at least half time
		Self	Chattahoochee Technical College	

Federal regulations allow post-secondary schools the right to ask you for information before awarding financial aid. (C.F.R. Title 34, Part 668, the student financial aid program rules.) We may also require additional documentation if we have reason to believe that the information regarding household members or household members in an eligible postsecondary educational institution is inaccurate.

To be completed by All students. Check the box that applies:

- I used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's) 2012 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA and have not made changes to the tax return.
- I am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school 2012 IRS tax return transcript(s)—not photocopies of the income tax return. ***Attach the 2012 IRS tax return transcript and copies of all 2012 W-2 forms issued to you (and if married, your spouse).**
- I (and if married, my spouse) had no income earned from work and was not required to file a 2012 income tax return with the IRS. ***Independent students attach a non-filer statement from the IRS.**
- I (and/or if married, my spouse) was employed in 2012, but was not required to file a 2012 income tax return with the IRS. ***Attach all 2012 W-2 forms issued to you (and/or your spouse) and if independent, a non-filer statement from the IRS.**

To be completed by All dependent students only. Check the box that applies:

- The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2012 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA and have not made changes to the tax return.
- The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's 2012 IRS tax return transcript(s)—not photocopies of the income tax return. ***The 2012 IRS tax return transcript is attached and copies of all 2012 W-2 forms issued to your parent(s).**
- The parent(s) had no income earned from work and are not required to file a 2012 income tax return with the IRS. **Attach a *non-filer statement from the IRS.**
- The parent(s) was employed in 2012, but are not required to file a 2012 income tax return with the IRS. **Attach a *non-filer statement and copies of all 2012 W-2 forms issued to your parent(s).**

How to Request a Tax Return Transcript from the IRS:

A tax return transcript is an official record of the information on your federal tax return and is the only document acceptable for verification purposes. Tax transcripts may not be available for up to three weeks after you file your taxes electronically with the IRS and then it will take approximately 5-10 days from the time a request is made for the transcript to be mailed to you. Once you receive the transcript please provide a copy to the Financial Aid Office.

You can obtain an IRS Tax Return Transcript and W-2's in person by visiting the local Atlanta IRS office located at:
1899 Powers Ferry Road Atlanta, GA 30339 Smyrna / Marietta location

To obtain an IRS tax return transcript online, go to www.irs.gov and click on the "Order a Return or Account Transcript" link. You can also call 1-800-908-9946. To request a non-filer statement call 1-800-829-1040.

CTC is unable to accept an IRS Account Transcript unless with an amended tax return. For verification purposes, a TAX RETURN TRANSCRIPT is required.

Section C: Additional Financial Information:

Do not leave any question blank, mark with a zero or NA.

Student/Spouse	2012 Additional Financial Information	If dependent, Parent(s)
\$	Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	\$
\$	Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income. Do not enter untaxed combat pay.	\$
\$	Grant and scholarship aid reported to the IRS in your (or your spouse's) adjusted gross income. Include AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships	\$
\$	Earnings from work under a cooperative education program offered by a college.	\$

Student/Spouse	2012 Additional Financial Information	If dependent, Parent(s)
\$	Child support you received for all children listed in the Family Information section at the beginning of this form. Don't include foster care or adoption payments.	\$
\$	Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits).	\$
\$	Veterans noneducation benefits, such as Disability, Death Pension, or Dependency & Indemnity Compensation and or VA Educational Work-Study Allowances.	\$
\$	Other untaxed income or benefits not reported elsewhere on this worksheet or federal tax return such as worker's compensation, disability, etc. Don't include student aid, Supplemental Security Income, Workforce Investment Act educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit from federal tax on special fuels.	\$
\$	Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form.	\$

Section D: Other Information to be Verified:

- Did anyone listed in Section B receive benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2011 or 2012 calendar years? No Yes-Which person _____
Attach documentation of the receipt of this benefit in 2011 or 2012.
- Did anyone listed in Section B pay child support in 2012? No Yes-Please complete chart below and attach documentation of the payment of child support. **Do not include child support paid for children in your household.**

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Support Paid in 2012

In order for the financial aid office to finish the verification process, please turn in the following documents:

- Signed V-1 Verification Worksheet
- Names, ages, and relationship of each person listed in the student/spouse household
- Student and/or parent(s) 2012 Federal Tax Transcript or non-filing letters from the IRS
- W2s and proof of all income earned
- Proof of SNAP benefits received (if applicable)
- Proof of Child Support Paid (if applicable) (Provided by DHS, employer, cancelled checks, check stubs, etc.)

Section E: Certification and Signature:

Each person signing this form certifies that all the information on it is complete and correct. **Warning:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Student

Date

Parent

Date