



Student Financial Aid

## 2016-2017 Verification Worksheet – Tracking Group V1

Your 2016-2017 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. Additional information may be requested. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed. The verification process may take up to three weeks to process during peak periods. If your file is incomplete, Pell Grant funds will not be available in the bookstore.

### 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)
_____@students.chattahoocheetech.edu			
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 (exclude foster 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, 2016 through June 30, 2017, 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, 2016 and June 30, 2017. 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, 2017.

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 (excluding parents), who will be enrolling in college at least half-time between July 1, 2016 and June 30, 2017, 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	Enrolled at least half time? Yes or No
		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 on the FAFSA Web and have not made changes to the tax return.
- I am attaching my 2015 IRS Tax Return Transcript (not the tax return)
- I (and if married, my spouse) had no income earned from work and was not required to file a 2015 income tax return with the IRS.  
**\*\*Independent students attach an IRS Verification of Non-filing Letter for 2015.**
- I (and/or if married, my spouse) was employed in 2015 but was not required to file a 2015 income tax return with the IRS.  
**\*\*Attach all 2015 W-2 forms issued to you (and/or your spouse) and if independent, an IRS Verification of Non-filing Letter for 2015.**

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

- My parent(s) used the IRS Data Retrieval Tool on the FAFSA Web and have not made changes to the tax return.
- Attached is my parent(s) 2015 IRS Tax Return Transcript (not the tax return)
- My parent(s) had no income earned from work and are not required to file a 2015 income tax return with the IRS. **\*\* Attach an IRS Verification of Non-filing Letter for 2015.**
- My parent(s) were employed in 2015 but are not required to file a 2015 income tax return with the IRS.  
**\*\* Attach all W-2 forms issued to your parent(s) and an IRS Verification of Non-filing Letter for 2015.**

**Obtain Transcript**

\* For verification purposes, a Tax Return Transcript is required. You may obtain a 2015 tax return transcript at [www.irs.gov](http://www.irs.gov). Choose *Get Transcript*. Then select *Get Transcript by Mail option*. You will then create a login and request/order the IRS Tax Return Transcript. You may also visit your local IRS Office in person to obtain a copy. To request a tax transcript by phone, call the IRS at 1-800-908-9946.

**Obtain Verification of Non-filing Letter from IRS**

\*\* For verification purposes, a Verification of Non-filing Letter from IRS is required if you did not or were not required to file taxes. Student/spouse or student/parent(s) will be able to request a Verification of Non-filing Letter. These are obtained by the tax filer using IRS Form 4506-T and checking box 7. Please note for 2015 tax year, these are not issued until after June 15, 2016.

**Identity Theft**

A victim of IRS identity theft who is not able to obtain a 2015 IRS Return Transcript or use the IRS DATA Retrieval Tool (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 which can be used to complete verification.

**Section C: Additional Financial Information:**

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

Student/Spouse	2015 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.	\$
\$	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.	\$
\$	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.	\$
\$	Earnings from work under a cooperative education program offered by a college.	\$
Student/Spouse	2015 Untaxed Income	If dependent, Parent(s)
\$	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 forms in Boxes 12a through 12d, codes D, E, F, G, H, and 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 non-education 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. <b>Don't include</b> 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:**

- 1) 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 2014 or 2015 calendar years?  No  Yes-Which person \_\_\_\_\_  
Attach documentation of the receipt of this benefit in 2014 or 2015.
- 2) Did anyone listed in Section B pay child support in 2015?  No  Yes  
If you answered yes, please complete the below chart. You will need to provide documentation of **consistent payments** of child support. Acceptable documents include canceled checks, pays stubs for child support deduction, etc.  
**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 2015

*Please note: In order for the Financial Aid Office to finish the verification process, please turn in all required documents. The verification process may take up to three weeks to process during peak periods. If your file is incomplete, your Pell Grant funds will not be available in the bookstore.*

**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