



Student Financial Aid

## 2018-2019 Aggregate Verification – Tracking Group V5

Your 2018-2019 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	MI	ID Number or Social Security Number	
_____			_____	
Street Address			Date of Birth	
_____			_____	
City	State	Zip Code	Telephone Number (including area code)	
_____			_____	
Student Email			@students.chattahoocheetech.edu	

### Section B: Family Information

List the names of all household members in the table on the next page. You will include the name of the college for any household member (excluding parents) who will be enrolling in college at least half-time between July 1, 2018 and June 30, 2019 and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page. Additional documentation may be required for “other” members.

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

List the people in your parents' household and include the following:

- Yourself and your parent(s) (including stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children (exclude foster children) if your parents will provide more than half of their support from July 1, 2018 through June 30, 2019; or if the children would be required to provide parental information when completing a FAFSA even if they don't live with your parent(s).
- Other people if they now live with your parent(s), and your parent(s) provide more than half of their support and will continue to provide more than half of their support from July 1, 2018 through June 30, 2019.

\*If your parents are divorced, provide information for the parent you lived with the most during the last 12 months. 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 and include the following:

- Include yourself, your spouse, your children and any other person that lives with you, and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2018 through June 30, 2019.

Full Name	Age	Relationship	College	Enrolled at least half time? Yes or No
		Self	Chattahoochee Technical College	Yes

## Section C: Tax Information

Independent 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 2016 IRS Tax Return Transcript (not the tax return)
- I am attaching an IRS Verification of Non-Filing Letter for 2016 because I (and if married, my spouse) had no income earned from work and was not required to file a 2016 income tax return with the IRS.
- I am attaching an IRS Verification of Non-Filing Letter for 2016 and all 2016 W-2's because I (and/or if married, my spouse) was employed in 2016 but was not required to file a 2016 income tax return with the IRS.

Dependent students. Check the box that applies:

Student:

- I used the IRS Data Retrieval Tool on the FAFSA Web and have not made changes to the tax return.
- I am attaching my 2016 IRS Tax Return Transcript (not the tax return)
- I had no income earned from work and was not required to file a 2016 income tax return with the IRS.
- I am attaching all 2016 W-2's because I was employed in 2016 but was not required to file a 2016 income tax return with the IRS.

Parent:

- 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) 2016 IRS Tax Return Transcript (not the tax return)
- Attached is my parent(s) IRS Verification of Non-Filing Letter for 2016 because my parent(s) had no income earned from work and are not required to file a 2016 income tax return with the IRS.
- Attached is my parent(s) IRS Verification of Non-Filing Letter for 2016 and all 2016 W-2's because my parent(s) were employed in 2016 but are not required to file a 2016 income tax return with the IRS.

Instructions on obtaining a Tax Return Transcript and Non-Filing Letter from the IRS are found on the next page.

### Obtain Transcript

For verification purposes, a Tax Return Transcript **is** required. You may obtain a 2016 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.

### Identity Theft

A victim of IRS identity theft who is not able to obtain a 2016 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 2016 IRS income tax return information which can be used to complete verification.

### Section D: Additional Financial Information

If applicable, list the total amount for 2016 in the boxes. Do not leave any question blank, mark with a zero or N/A.

Student/Spouse Annually	2016 Additional Financial Information	If Dependent, Parent(s) Annually
\$	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.	\$

If applicable, list the total amount for 2016 in the boxes. Do not leave any question blank, mark with a zero or N/A.

Student/Spouse Annually	2016 Untaxed Income	If Dependent, Parent(s) Annually
\$	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's 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. 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 E: High School Completion Status

The Financial Aid Office is required to verify your completion of a high school program or its equivalent. Please provide the Financial Aid Office one of the following documents that indicate the student's high school completion status. If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.

- I have provided this information to Chattahoochee Technical College Admissions Office within the last two years.
- I have provided a copy of one of the following to Chattahoochee Technical College Financial Aid Office.
  - Student's high school diploma.
  - Student's final official high school transcript that shows the date when the diploma was awarded.
  - Student's General Educational Development (GED) certificate or GED transcript.
  - Student's academic transcript that indicates successful completion of at least a two-year program that is acceptable for full credit toward a bachelor's degree.
  - DD 214 Certificate of Release or Discharge from Active Duty if high school graduate or equivalent is noted
  - If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
  - If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), we would need a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting, AND, a document from the student's local public high school district's superintendent of schools indicating that the student's homeschool program qualified as an exemption from compulsory school attendance requirements under State law for the time the student would have attended high school.
  - For students who completed a secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document is required. It must indicate a graduate date.

FA Office use only

HS Completion verification on file with CTC Admissions, verified by \_\_\_\_\_

Identity Verification Results Reported to CPS on \_\_\_\_\_

CPS Identity Verification Results Confirmation in file       RHACOMM comment

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 F: 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 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature  
(If dependent student)

\_\_\_\_\_  
Date