



Student Financial Aid

2019-2020 Standard Verification – Tracking Group V1

Your 2019-2020 Free Application for Federal Student Aid (F A F S A) was selected for review in a process called verification. If your F A F S A is incorrect the financial aid office may be required to make corrections to your processed F A F S A. 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 or last four of S S N	
_____ 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, 2019 and June 30, 2020 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.

Student Name:

Student ID:

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, 2019 through June 30, 2020; 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, 2019 through June 30, 2020.

*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, 2019 through June 30, 2020.

Full Name	Age	Relationship	College (Please list CTC Student ID for family members attending CTC)	Enrolled at least half time? Yes or No
		Self	Chattahoochee Technical College	Yes

Student Name:

Student ID:

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 2017 IRS Tax Return Transcript (not the tax return)
- ☐ I am attaching an IRS Verification of Non-Filing Letter for 2017 because I (and if married, my spouse) had no income earned from work and was not required to file a 2017 income tax return with the IRS.
- ☐ I am attaching an IRS Verification of Non-Filing Letter for 2017 and all 2017 W-2's because I (and/or if married, my spouse) was employed in 2017 but was not required to file a 2017 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 2017 IRS Tax Return Transcript (not the tax return)
- ☐ I had no income earned from work and was not required to file a 2017 income tax return with the IRS.
- ☐ I am attaching all 2017 W-2's because I was employed in 2017 but was not required to file a 2017 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) 2017 IRS Tax Return Transcript (not the tax return)
- ☐ Attached is my parent(s) IRS Verification of Non-Filing Letter for 2017 because my parent(s) had no income earned from work and are not required to file a 2017 income tax return with the IRS.
- ☐ Attached is my parent(s) IRS Verification of Non-Filing Letter for 2017 and all 2017 W-2's because my parent(s) were employed in 2017 but are not required to file a 2017 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

Student Name:**Student ID:**

For verification purposes, a Tax Return Transcript **is** required. You may obtain a 2017 tax return transcript at [IRS](#). Choose *Get Your Tax Record*. You will choose the option of requesting online or requesting by mail. If requesting online, you will create a login. You may also visit your local IRS Office in person to obtain a copy, but most offices require appointments. 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 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. These forms can be found at [IRS](#). Choose *Get Your Tax Record*. You will click *About Form 4506-T* under *Related Forms*.

Identity Theft

A victim of IRS identity theft who is not able to obtain a 2017 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 2017 IRS income tax return information which can be used to complete verification.

Section D: Additional Financial Information

If applicable, list the total amount for 2017 in the boxes. Do not leave any question blank, mark with a zero or N/A.

Student/Spouse Annually	2017 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.	\$

Student Name:

Student ID:

If applicable, list the total amount for 2017 in the boxes. Do not leave any question blank, mark with a zero or N/A.

Student/Spouse Annually	2017 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.	\$

Student Name:

Student ID:

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 Signature

Date

Parent Signature

(If dependent student)

Date