

Milledgeville, Dublin, Madison
and Sandersville
201 E. Greene St.
Milledgeville, GA 31061
(478) 387-4875
(478) 445-6520 Fax
fahelpMilledgeville@gmc.edu

Augusta
115 Davis Rd.
Martinez, GA 30907
(706) 933-1123
(706) 651-7342 Fax
fahelpAugusta@gmc.edu

Columbus
7300 Blackmon Road
Columbus, GA 31909
(706) 478-1688
(706) 568-5311 Fax
fahelpColumbus@gmc.edu

Fairburn & Stone Mountain
320 W. Broad St.
Fairburn, GA 30213
(678) 379-1414
(770) 306-6406 Fax
fahelpFairburn@gmc.edu

Fayetteville
461 Sandy Creek Rd.
Suite 3151
Fayetteville, GA 30214
(678) 846-9317
fahelpFayetteville@gmc.edu

Online
201 E. Greene St.
Milledgeville, GA 31061
(478) 387-4900
(478) 445-1548 Fax
fahelpOLC@gmc.edu

Warner Robins
801 Duke Ave.
Warner Robins, GA 31093
(478) 225-0005
(478) 329-4738 Fax
fahelpRobins@gmc.edu



2015–2016 Verification Worksheet

Independent Student - Tracking Group V6

Your 2015-2016 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your spouse (if married) reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. 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.

A. Independent Student's Information

Student's Last Name	Student's First Name	MI	Student's SSN or ID Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip	Student's Email Address
Student's Phone Number		Student's Alternate or Cell Phone Number	

B. Independent Student's Family Information

Number of Household Members: List below the people in the student's household. Include:

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2015, through June 30, 2016, even if the children do not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of the other people's support and will continue to provide more than half of their support through June 30, 2016.

Number in College: Please include in the space below information about any household member who is, or 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, 2015, and June 30, 2016, 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.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Missy Jones (example)	28	Spouse	Central University	Yes

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.

C. Independent Student's Income Information to Be Verified**1. TAX RETURN FILERS**

Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2014 or had a change in marital status after the end of the 2014 tax year on December 31, 2014.

Instructions: Complete this section if the student and spouse filed or will file a 2014 IRS income tax return(s). The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of *FAFSA* on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2014 income information that was transferred into the student's *FAFSA* using the IRS DRT if that information was not changed.

Check the box that applies:

- ☐ The student has used the IRS DRT in *FAFSA* on the Web to transfer 2014 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 2014 IRS income tax return information into the student's *FAFSA* once the 2014 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 2014 IRS Tax Return Transcript(s).

A 2014 IRS Tax Return Transcript may be obtained through:

- Online Request - Go to www.irs.gov, under the Tools heading on the IRS homepage, click on the "Get Transcript of Your Tax Records". Click "Get Transcript ONLINE" or "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- IRS2Go App- Make sure to request the "Return Transcript" **NOT** the "Account Transcript"
Apple Online Store at <https://itunes.apple.com/us/app/irs2go/id414113282?mt=8>
Google Play at <https://play.google.com/store/apps/details?id=gov.irs>

Use the Social Security Number (or the IRS individual taxpayer identification number) and the date of birth of the first person listed on the 2014 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2014 IRS income tax return).

In most cases, for electronic filers, 2014 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2014 IRS income tax return has been accepted by the IRS. Generally, for filers of 2014 paper IRS income tax returns, the 2014 IRS income tax information is available for the IRS DRT or the IRS Tax Return Transcript within 8–11 weeks after the 2014 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

If the student and spouse filed separate 2014 IRS income tax returns, 2014 IRS Tax Return Transcripts must be provided for both.

- ☐ Check here if a 2014 IRS Tax Return Transcript(s) is provided.
- ☐ Check here if a 2014 IRS Tax Return Transcript(s) will be provided later.

Tax Return Filers must submit 2014 W-2 forms for any employment or other income received in 2014. Please indicate below the W-2 forms that will be provided to your institution.

- ☐ The student had employment income or untaxed income in 2014 and is providing W-2 forms.
- ☐ The spouse (if married) had employment income or untaxed income in 2014 and is providing W-2 forms.
- ☐ Neither the student nor spouse had employment income or untaxed income in 2014.

2. TAX RETURN NONFILERS

The instructions and certifications below apply to the student and spouse, if the student is married.

Complete this section if the student and spouse will not file and are not required to file a 2014 income tax return with the IRS.

Student Name: _____

Student ID Number: _____

Check the box that applies:

- ☐ The student and spouse (if married) were not employed and had no income earned from work in 2014.
- ☐ The student and/or spouse were employed in 2014 and have listed below the names of all employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is attached. Attach copies of all 2014 IRS W-2 forms issued to the student and spouse by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

If more space is needed, attach a separate page with the student's name and Social Security Number at the top.

Employer's Name	2014 Amount Earned	IRS W-2 Attached?
ABC Shipping (example)	\$1,280	Yes

Note: We may require you to provide documentation from the IRS that indicates a 2014 IRS income tax return was not filed with the IRS.

D. Other Information to Be Verified

1. Supplemental Nutrition Assistance Program:

- ☐ No one listed in the household received SNAP benefits in 2013 or 2014.
- ☐ One of the persons listed in household received SNAP benefits in 2013 or 2014.

Note: If we have reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, we may require documentation from the agency that issued the SNAP benefits in 2013 or 2014.

2. Child support paid:

- ☐ No child support was paid for individuals outside of the household in 2014.
- ☐ The student and/or spouse, who is a member of the student's household, paid child support in 2014. Provide in the space below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names and ages of the children for whom child support was paid, and the total annual amount of child support that was paid in 2014 for each child. Do not include child support paid for children included in the student's household.

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

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Age of Child for Whom Support was Paid	Amount of Child Support Paid in 2014
Joe Jones	Jane Doe	Jake Jones	5	\$6,000

Note: If we have reason to believe that the information regarding child support paid is inaccurate, we may require additional documentation, such as:

- A signed statement from the individual receiving the child support certifying the amount of child support received; or
- Copies of the child support payment checks, money order receipts, or similar records of electronic payment having been made.

Student Name: _____

Student ID Number: _____

E. Other Untaxed Income

Complete this section if you or your spouse had untaxed income in 2014.

Provide Copies of all 2014 IRS W-2 Forms issued by the employers to the student and spouse.

To determine the correct annual amount for each item: If you paid or received the same dollar amount every month in 2014, multiply that amount by the number of months in 2014 you paid or received it. If you did not pay or receive the same amount each month in 2014, add together the amounts you paid or received each month.

If any Item does not apply enter "N/A" where a response is requested or enter "0" if an amount is requested.

Name of Person Who had Untaxed Income	Type of Untaxed Income Received	Student Amount	Spouse Amount
Jim Jones	Money received or paid on the students behalf	\$500.00	0
	Payments to tax-deferred pension and savings plans		
	Housing, food, and other living allowances paid to members of the military, clergy		
	Veterans noneducation benefits		
	Money received or paid on the students behalf		
	Other untaxed income		

Other Untaxed Income includes: Untaxed income not reported elsewhere on this form, workers' compensation, disability, black lung benefits, untaxed portions of health savings accounts from IRS Form 1040 line 25, railroad retirement benefits etc.

Do Not include: student aid, earned income credit, additional child tax credit, TANF, untaxed social security benefits, SSI, WIA, combat pay, benefits from flexible spending arrangements, foreign income exclusion or credit for federal tax on special fuels.

F. Child Support Received

Complete this section if child support was received in 2014 for any children in your household.

Name of Person Who Received Child Support	Name of Child for Whom Support Was Paid	Amount of Child Support Received in 2014
Jim Jones	Josh Jones	\$5,000

Do not include foster care payments, adoption payments or any amount that was court ordered but not actually paid.

G. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported 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.**

The student must sign and date this form.

Student's Signature

Date

Spouse's Signature (optional)

Date

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school. You should make a copy of this worksheet for your records.