Verification

Every year, Federal regulations require all post-secondary institutions to complete verifications on a select number of their Free Applications for Federal Student Aid (FAFSA) applicants. The students are selected by either the US Department of Education or Lanier Technical College. Students chosen for verification must provide several documents as well as complete the required Verification Worksheet (Independent Worksheet or Dependent Worksheet). These documents will be compared to what was submitted in the student’s FAFSA and any necessary corrections will be made.

Only students selected for verification are required to submit the following verification documents. Students are initially notified on their Student Aid Report (SAR). In most cases, the Financial Aid Office will mail a letter informing the student regarding their verification requirements. Students should not submit the following documents if they were not selected for verification.

Your verification letter in the mail will inform you if we need you to complete the verification worksheet and if we will need your parent’s 1040 or your spouse’s (if applicable) and any other additional requirements.

FAFSA Dependency

Some families believe that parents should not be financially responsible for a child once they pursue a college education; however, tax and financial aid dependency are handled differently. Almost all student aid programs are based on both students and parents paying for the student’s college education.

Dependency, According to the FAFSA

The following checklist is based off of the "Dependency Status Worksheet" found at the FAFSA website and is valid for the 2013-2014 school year.

If the student answers "yes" to any of the following questions, he/she is considered to be independent.

Were you born before January 1, 1990?
As of today, are you married? (Also answer "Yes" if you are separated but not divorced.)
Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
Are you a veteran of the U.S. Armed Forces?
Do you have children who will receive more than half of their support from you between July 1, 2013 and June 30, 2014?
Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2014?
At any time since you turned age 13, were both your parents* deceased, were you in foster care or were you a dependent or ward of the court?
Are you or were you an emancipated minor as determined by a court in your state of legal residence?
Are you or were you in legal guardianship as determined by a court in your state of legal residence?
At any time on or after July 1, 2012, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
At any time on or after July 1, 2012, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
At any time on or after July 1, 2012, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
Verification of Dependent Students

Forms Required

**Dependent Verification Worksheet** *Complete the dependent form if you include parent information on the FAFSA*

- Student’s 2012 tax return transcript from IRS or DATA Retrieval option on FAFSA
- Custodial parent’s 2012 tax return transcript from IRS or DATA Retrieval option on FAFSA

Verification of Independent Students

Forms Required

**Independent Verification Worksheet**

- Student’s 2012 tax return transcript from IRS or DATA Retrieval option on FAFSA
- Spouse’s 2012 tax return transcript from IRS or DATA Retrieval option on FAFSA

Procedure

**PLEASE NOTE:**

All tax documents submitted should be from 2012 for the 13-14 FAFSA Accepted tax documents include:

- IRS 2012 tax return transcript (a free document from the IRS and can be requested on line or by calling 1-800-829-1040)
- E-file or Tax Extensions will not be accepted for verification
- State tax forms are not accepted for verification
- IRS tax account transcripts will not be accepted for verification
- Verification worksheet must be signed
- If the student/parent/spouse was not required to file taxes under federal regulations, all W-2 forms and/or income statements (taxed and untaxed, including disability statements, Social Security benefits statements, etc.) should be submitted in place of the tax return
- Forms received by fax will not be processed if received with missing signatures, incomplete, or not legible. Please allow 3 business days prior to calling our office to follow up with any form that was faxed to our office. An email will be delivered to the student when the verification process is completed.

Checklist

All information is legible, signed, and completely filled out
Federal tax transcripts and/or income statements are from 2012 for the 13-14 FAFSA
The student tax return transcript
The spouse tax return transcript, if married and filed separately
The parent tax return transcript
The Verification Worksheet is signed by the student
The Verification Worksheet is signed by the parent (who is provided on the FAFSA)
The Verification Worksheet is filled out completely

If the forms contain incomplete or missing information, there will be a delay in processing the student's financial aid. The student can log onto their BannerWeb account to see what outstanding requirements are remaining (if any) to begin their verification process. Steps to see what documents you were required to provide:

- Go to User Login page (use your LTC Student ID and PIN)
- Select “Student Services & Financial Aid”
- Select “Financial Aid”
- Select “My Eligibility”
- Select “Student Requirements”
Submission of Verification
The verification documents should be sent to the Financial Aid Office in **one of the following ways:**

**Mail** to: Lanier Technical College
ATTN: Financial Aid 2990 Landrum Education Drive
Oakwood, GA 30506

**Fax** to: (770) 531-6328

**Email** to: Scanned copies to cmoran@laniertech.edu

**Deliver in person** to: Financial Aid Office
Building 200, Judith Giles Building
Lanier Technical College (Main Campus)