



Return Documents to:
Office of Financial Aid
Oakwood, Jackson & Winder-Barrow Campuses
 2990 Landrum Educational Drive
 Oakwood, GA 30566

2011-2012 Verification Worksheets

Office of Financial Aid
Forsyth & Dawson Campuses
 7745 Majors Road
 Cumming, GA 30041

Student's Last Name

First

Student ID#

Phone #

Your application for federal student aid was selected for a review process called "**verification**". In this process, federal law requires the school to collect financial documents to ensure the accuracy of the information reported on the student's **Free Application for Federal Student Aid (FAFSA)**. After all documents are received, the information will be reviewed for accuracy. Adjustments to any conflicting or inconsistent information will be corrected and aid packages adjusted as necessary.

You must return this completed form as well as all required financial documents (signed federal income tax forms, tax schedules, W-2s, etc.) to the Financial Aid Office **within 30 days after receiving this notification** in order for financial assistance to be disbursed

Important Instructions for Completion of Verification – PLEASE READ AND FOLLOW

1. Print the student's name and Lanier Technical College Student ID number or Social Security number on the top of all supporting documents.
2. **Do not leave any item blank. If the answer is "0", put "0."** *Incomplete Worksheets will be returned for completion.*
3. Submit a complete and signed copy of your 2010 federal tax returns and your parent's or spouse's signed 2010 returns if requested. **A complete copy includes every page of the return: all schedules, attachments, and W-2s.**
4. You may mail to addresses above or fax this information to us at 770-531-6328

Section A: Student Status

FAFSA Question#	DEPENDENCY QUESTIONS (Please check the box for YES or NO)	YES	NO
45	Where you born before January 1, 1988?		
46	As of today, are you married? (Also answer "YES" if you are separated but not divorced.)		
47	At the beginning of the 2011-2012 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?		
48	Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?		
49	Are you a veteran of the U.S. Armed Forces?		
50	Do you have children who will receive more than half of their support from you between July 1, 2011 and June 30, 2012?		
51	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, 2012?		
52	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?		
53	As determined by a court in your state of legal residence, are you or were you an emancipated minor?		
54	As determined by a court in your state of legal residence, are you or were you in legal guardianship?		
55	At any time on or after July 1, 2010, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?		
56	At any time on or after July 1, 2010, 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?		
57	At any time on or after July 1, 2010, 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?		

If you, the student, answered "**NO**" to all of the above questions, you are considered a **dependent student** for federal financial aid purposes and must provide your parents' information and tax forms as well as your own. **(Note: Grandparents, foster parents, and legal guardians are not considered parents for this form and their information cannot be used.)**

If you answered "**YES**" to any of the above questions, you are considered an **independent student** and only need to provide your information and tax returns (as well as your spouse's, if married).

Section B: Household Information**** Important – This section MUST be complete. ******Instructions for whom to include in “Name of Household Members”:****Dependent Students:** If you are required to provide your parent’s information according to the instructions in Section A, you must include the following:

- Yourself and your parent(s) (include stepparent) even if you don’t live with your parents, and
- Your parents’ other children if (a) your parents will provide more than half of their support from July 1,2011 through June 30, 2012 or (b) the children could answer “NO” to every question in Section A,
- 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, 2011 through June 30, 2012.

Independent Students: If you are not required to provide your parent’s information according to the instructions in Section A, you must include the following:

- Yourself and your spouse if you have one
- Your children, if you will provide more than half of their support from July 1, 2011 through June 30, 2012
- Other people if they now live 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, 2011 through June 30, 2012

Name of Household Members	Relationship to Student	Age	Name of College if this family member will be enrolled for 2011-2012 at least half-time in a program that leads to a college degree or certificate. Do not list a college for your parent(s). Please provide class schedule
1.	SELF		LANIER TECHNICAL COLLEGE
2.			
3.			
4.			
5.			
6.			

(If you need additional space, attach an additional page.)

Section C: Tax Information

All tax filers must submit a **SIGNED** and **LEGIBLE** copy of their **2010 federal income tax returns (1040, 1040A, or 1040EZ) including all schedules and W-2 forms.** *Unsigned forms will be returned and your application will be put on hold.* **Please Note: US Electronic Filing Form 8453 is NOT acceptable.** If you need a copy of your 2010 tax forms, you may call 1-800-829-1040 to request a tax transcript. If an accountant or tax preparer prepared the tax returns, you may get a copy from them. You must sign this tax transcript before sending it to the Office of Financial Aid.

PARENT’S TAX FILING STATUS (check only one box below)
 Check here if you filed and attach a copy of **signed 2010 federal tax returns, schedules, 1099s and W-2 forms.**
 Check here if you will not file and are not required to file a tax return for 2010. Enter income earned from work here: father _____ mother _____

REGARDLESS of status, submit W-2 forms for 2010. If no W-2s were issued, note reason: _____

Are you a dislocated worker? Yes _____ No _____

STUDENT’S TAX FILING STATUS (check only one box below)
 Check here if you filed and attach a copy of **signed 2010 federal tax returns, schedules, 1099s and W-2 forms** for student (and spouse, if married).

 Check here if you will not file and are not required to file a tax return for 2010. Enter 2010 income earned from work here: student _____ spouse if married _____

REGARDLESS of status, submit W-2 forms for 2010. If no W-2s were issued, note reason: _____

Are you a dislocated worker? Yes _____ No _____

Section D: Untaxed Income and Exclusion Information

Please list all sources of earned taxed income and untaxed benefits that you (the student) and/or your parents received for 2010. List totals for the year, **not monthly amounts**. **IMPORTANT - Enter "0" when appropriate. DO NOT LEAVE ANY ITEM BLANK. If not applicable, enter "0". A value must be placed in every blank. Do NOT draw lines – a value MUST be placed in each blank.**

FAFSA #	Student/Spouse	Additional Financial Information	Parent(s)	FAFSA #
43a		Education credits (American Opportunity, HOPE and Lifetime Learning tax credits) from IRS Form 1040 – line 49 or 1040A – line 31.		91a
43b		Child support paid because of divorce or separation or as a result of a legal requirement. Don't include support for children in your household, as reported in question 93 (student) or 72 (parent).		91b
43c		Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.		91c
43d		Taxable student grant and scholarship aid reported to the IRS in your adjusted gross income . Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships.		91d
43e		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.		91e
43f		Earnings from work under a cooperative education program offered by a college.		91f

FAFSA #	Student/Spouse	2010 Untaxed Income	Parent(s)	FAFSA #
44a		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.		92a
44b		IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS Form 1040 – line 28 + line 32 or 1040A – line 17		92b
44c		Child support received for all children. Don't include foster care or adoption payments.		92c
44d		Tax exempt interest income from IRS Form 1040 – line 8b or 1040A – line 8b.		92d
44e		Untaxed portions of IRA distributions from IRS Form 1040 – lines (15a minus 15b) or 1040A – lines (11a minus 11b). Exclude rollovers. If negative, enter a zero here.		92e
44f		Untaxed portions of pensions from IRS Form 1040 – lines (16a minus 16b) or 1040A – lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here.		92f
44g		Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). Don't include the value of on-base military housing or the value of a basic military allowance or housing.		92g
44h		Veteran's non education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and /or VA Educational Work-Study allowances.		92h
44i		Other untaxed income not reported in items 44a through 44h, such as workers' compensation, disability, etc. Also include the first-time homebuyer tax credit from IRS Form 1040—line 67. Don't include student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.		92i
44j		Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form.		

Section E: Signatures

By signing this worksheet, I/We certify that all of the information reported is complete and accurate.

Student
(Required)

Date

Parent
(Required for dependent student)

Date

WARNING: If you purposely omit or give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.