



Financial Aid Priority Deadlines:	
Fall 2016:	06/30/2016
Spring 2017:	11/07/2016
Summer 2017:	03/27/2017

V5 Aggregate

2016-2017 Verification Worksheet for Dependent Students

Financial Aid

As per federal regulation, Lanier Technical College must confirm the information you reported on your 2016-2017 Free Application for Federal Student Aid (FAFSA). To verify that you provided correct information we 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 LTC's financial aid office. Please note that we may ask for additional information. If you have questions about verification, contact our office as soon as possible so that your financial aid processing will not be delayed.

A. Dependent Student's Information (please print)

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home or Cell Phone Number (include area code)			Student's ID Number (if known)

B. Dependent Student's Family Information

List below the people in your parent(s)' household. Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2016, through June 30, 2017, or if the other children would be required to provide parental information if they were completing a FAFSA for 2016–2017. Include children who meet either of these standards, even if they do not 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 through June 30, 2017.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2016, and June 30, 2017. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Missy Jones (example)	18	Sister	Central University	Yes
		Self		

Student's Name: _____ Student's SSN: _____

C. Dependent Student's Income Information to Be Verified - Check the box that applies:

- I, the student will not file and am not required to file a 2015 income tax return with the IRS.
Important Note: Copies of all W-2's are required, if applicable. If W-2's are not available, please list employers below.

Employer's Name	2015 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00	Yes

OR

- I, the student have filed a 2015 income tax return with the IRS. Please continue below.

TAX RETURN FILERS—Important Note: Also, if the student filed, or will file, an amended 2015 IRS tax return, the student must contact the financial aid administrator before completing this section.

Instructions: Complete this section if you the student, filed or will file a 2015 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the student's FAFSA. It takes approximately two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and may take up to eight weeks for paper IRS tax return filers. If you need more information about how to use the IRS Data Retrieval Tool see your financial aid administrator.*

Check the box that applies (and remember you must provide all W-2 copies as well, whichever is checked):

- I, the student have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2015 IRS Income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information that was transferred in the verification process.*
- I, the student have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2015 IRS income information into the student's FAFSA once the student has filed a 2015 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's school cannot complete the verification process until the IRS information has been transferred into the FAFSA.*
- I, the student am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and the Student will submit to the school a **2015 IRS tax return transcript**—not a photocopy of the income tax return.
- Check here if the student's IRS tax return transcript is attached to this worksheet.
- Check here if the student's IRS tax return transcript will be submitted to the student's school at a later date. *Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.*

Student's Name: _____ Student's SSN: _____

D. Parent's Income Information to Be Verified - Check the box that applies (if two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents):

- The parent(s) will not file and are not required to file a 2015 income tax return with the IRS.
IMPORTANT NOTE: Copies of all W-2's are required, if applicable. If W-2's are unavailable, please list employers below.

Employer's Name	2015 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00	Yes

OR

- The parent(s) have filed a 2015 income tax return with the IRS. Please continue below.

TAX RETURN FILERS—Important Note: Also, if the student's parent(s), filed or will file, an amended 2015 IRS tax return, the student's financial aid administrator must be contacted before completing this section.

Instructions: Complete this section if the student's parent(s) filed or will file a 2015 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student's parent(s) has not already used the tool, the parent and the student should go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the student's FAFSA. It takes approximately two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and make take up to eight weeks for paper IRS tax return filers. If you need more information about how to use the IRS Data Retrieval Tool see the student's financial aid administrator.*

Check the box that applies (and remember you must provide all W-2 copies as well, whichever is checked):

- The student's parent(s) has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2015 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information transferred into the student's FAFSA to complete the verification process.*
- The student's parent(s) has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2015 IRS income information into the student's FAFSA once the parent's IRS tax return has been filed. *See instructions above For information on how to use the IRS Data Retrieval Tool. The student's financial aid administrator cannot complete verification until the parent has transferred IRS information into the student's FAFSA.*
- The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's **2015 IRS tax return transcript(s)**—not photocopies of the income tax return.
- Check here if an IRS tax return transcript(s) is attached to this worksheet.
- Check here if IRS tax return transcript(s) will be submitted to the student's school at a later date. *Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.*

Student's Name: _____ Student's SSN: _____

E. Parent's Other Information to Be Verified

- Check this box if applicable: One of the persons listed in Section B of this worksheet benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2014 or 2015 calendar years. If asked by my school, I will provide documentation of the receipt of SNAP benefits during 2014 and/or 2015.

- Check this box if one or both of the parents included in the household and/or the student paid child support in 2015, 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 the child support was paid, and the total annual amount of child support that was paid in 2015 for each child.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name and Age of Child for Whom Support was Paid	Annual Amount of Child Support Paid in 2015
John Jones	Jane Smith	Terry Jones 11	\$6,000.00
Total Amount of Child Support Paid			\$

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 payments having been made.

F. High School Completion Verification

As per federal regulation, LTC's financial aid office must receive documentation of your high school diploma, recognized equivalent or home-school credential. **NOTE: The documentation must be submitted to the LTC Office of Financial Aid, even if previously provided to another LTC office/department (such as an admission office).**

Check the one blank applicable to the documentation you will be submitting with this completed worksheet:

Copy of the student's high school diploma:

___ Copy of student's high school diploma or final high school transcript showing the date the applicant completed secondary school.

OR

Copy of one of the recognized equivalents of student's high school diploma:

- ___ General Education Development certificate
- ___ Certificate recognized by the state as an equivalent to a diploma
- ___ For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document
- ___ Academic transcript showing successful completion of at least a two-year program fully acceptable toward a bachelor's degree
- ___ Documentation that the student excelled in high school if the student did not complete high school, acceptable only if the student is enrolling in at least an associate's degree program.

OR

Copy of one form of home-school documentation:

- ___ Transcript signed by student's parent or guardian documenting the successful completion of secondary education and listing the courses completed by the student
- ___ State-issued home-school certification credential

Student's Name: _____ Student's SSN: _____

G. Identity Verification and Statement of Educational Purpose

The student must appear in person at Lanier Technical College to verify his or her identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed and the name of the official at the institution authorized to collect the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

If the student is unable to appear in person at Lanier Technical College to verify his or her identity, the student must provide:

- (a) A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose, which is provided below, must be notarized. *If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.*

Statement of Educational Purpose

I certify that I, _____, am the individual signing
(Print Student's Name)
this Statement of Educational Purpose and that the Federal student financial assistance
I may receive will only be used for educational purposes and to pay the cost of attending
_____ for 2016-2017.
(Name of Postsecondary Educational Institution)

(Student's Signature) (Date)

(Student's ID Number)

Sworn to and Subscribed before me:

This _____ day of _____, 20_____

(Notary Public)

My commission expires _____

Student's Name: _____ Student's SSN: _____

H. Certification and Signature

Each person signing this worksheet certifies that all of the information reported on this worksheet is complete and correct. The student and one parent must sign and date.

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

Student's Signature

Date

Parent's Signature

Date

LTC Financial Aid Staff Member's Signature (ONLY IF WITNESSING SIGNATURES)

LTC Financial Aid Staff Member's Signature (IF SIGNED ABOVE, MUST ALSO COPY ORIGINAL ID'S)

You should make a copy of this worksheet for your records.