



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

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

2009-2010 VERIFICATION WORKSHEETS

STUDENT'S LAST NAME, FIRST, MI

SOCIAL SECURITY NUMBER

WHY MUST I COMPLETE THIS WORKSHEET?

Your 2009-2010 financial aid application has been selected for a review process called "verification." Federal Law requires the applicant and his/her family to participate in the verification process, which is used to ensure the accuracy of the information reported on the student's Free Application for Federal Student Aid (FAFSA) form. The student has 30 days to complete the verification process. **Failure to provide all required documentation within 30 days after receiving notification may result in the student's inability to receive federal financial assistance.** When all information is received, the information will be reviewed for accuracy, and conflicting or inconsistent information will be corrected. **Note: If you have applied for an extension for filing your 2008 Federal Tax Return, a copy of the approved extension must be submitted to extend the above 30-day rule. However, no financial aid will be disbursed until all documents requested have been submitted.** Send all documentation, including this worksheet, to the Office of Financial Aid.

INSTRUCTIONS FOR COMPLETION

1. Print the student's name and social security number on the top of **all** supporting documents.
2. **Please be certain that this and any supporting documentation includes all appropriate signatures. Failure to include signatures will result in the form(s) being returned to you and will delay the award process.**
3. Submit a **complete** and **signed** copy of your **2008 Federal Tax Return** and your parent(s) or spouse's **2008 Federal Tax Return**. Acceptable tax forms include: **1040, 1040A, 1040EZ**. A complete copy includes every page of the return; **all schedules, attachments, and W-2 documents**. Form SSA-1099: Social Security Benefit Statement **should be included for each family member** listed in Section B of this form who received benefits in calendar year 2008. If you did not keep a copy of your federal return, you must request a tax transcript from the IRS (1-800-829-1040). Copies of your 2008 W-2's can be obtained by contacting your employer(s).
4. Generally, the documentation will be reviewed within 10 business days. If additional information is needed, we will notify you promptly.
5. If you have any questions concerning this process, please contact the Office of Financial Aid. **Oakwood, Winder/Barrow, and Jackson County campus students with last names beginning with A through L should call 770-535-6906; names beginning with M through Z should call 770-531-6327. Forsyth and Dawson Campus students should call 770-781-6801.**

***** SECTION A: STUDENT STATUS *****

- | | |
|---|---------------|
| 1. Were you born before January 1, 1986? | YES ___ NO___ |
| 2. At the beginning of the 2009-2010 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.)? | YES ___ NO___ |
| 3. As of today, are you married? (Answer "Yes" if you are separated but not divorced.) | YES ___ NO___ |
| 4. Do you have children who will receive more than half of their support from you between July 1, 2009 and June 30, 2010? | YES ___ NO___ |
| 5. 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, 2010? | YES ___ NO___ |
| 6. Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training? | YES ___ NO___ |
| 7. Are you a veteran of the U.S. Armed Forces? | YES ___ NO___ |
| 8. 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? | YES ___ NO___ |
| 9. Are you or were you an emancipated minor as determined by a court in your state of legal residence? | YES ___ NO___ |
| 10. Are you or were you in legal guardianship as determined by a court in your state of legal residence? | YES ___ NO___ |
| 11. At any time on or after July 1, 2008, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless? | YES ___ NO___ |
| 12. At any time on or after July 1, 2008, 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? | YES ___ NO___ |
| 13. At any time on or after July 1, 2008, 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? | YES ___ NO___ |

If you answered "NO" to all of the questions in Section A, you MUST provide your parents' information and tax forms as well as your own. If you answered "YES" to "any" of the questions in Section A, you need only provide your own information.

***** SECTION B: HOUSEHOLD INFORMATION *****

In this section, include the names and relationships of **all** people, including yourself, for whom your household will provide at least half-support between July 1, 2009, and June 30, 2010. If any of these household members (**excluding parents**) will attend college **at least** halftime in a degree, diploma or certificate program during 2009-2010, please indicate the school's name and location.

If you answered **NO** to all questions in **Section A**, list the people in your parents' household. Include:

- ⇒ yourself and your parent(s) (including stepparent) even if you don't live with your parents, and
- ⇒ your parents' other children, even if they don't live with your parent(s), if (a) your parents will provide more than half of their support from July 1, 2009 through June 30, 2010, or (b) the children would be required to provide parental information when applying for Federal Student Aid, and
- ⇒ 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, 2009 through June 30, 2010.

If you answered **YES** to any question in **Section A**, list the people in your household. Include:

- ⇒ yourself, and your spouse if you have one, and
- ⇒ your children, if you will provide more than half of their support from July 1, 2009 through June 30, 2010 and
- ⇒ other people if they 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, 2009 through June 30, 2010.

Name	Social Security Number	Relationship	Age	Name of College Attending 2009-2010
		<i>Student</i>		<i>Lanier Technical College</i>

***** SECTION C: TAX INFORMATION *****

All tax filers must submit a **signed** copy of their **2008 Federal Tax Returns** (*1040, 1040A, 1040ez*), including all schedules and W-2 documents along with this form. Please check the appropriate tax form filed by each of the following:

	Student	Spouse	Parent(s)
Form 1040	_____	_____	_____
Form 1040A	_____	_____	_____
Form 1040EZ	_____	_____	_____
Did not file	_____	_____	_____

Did you/will you file a 2008 Federal Tax Return? If not, you (your spouse, or your parent(s)) must complete the questions below. Do not leave blank, enter "0" if you did not earn income from work, or if the item does not apply to you.

1. If you did not file a 2008 Federal Tax Return, indicate the amount you earned from work: \$_____
2. If your spouse did not file a 2008 Federal Tax Return, indicate the amount earned from work: \$_____
3. If your parent(s) did not file a 2008 Federal Tax Return, indicate the amount earned from work: \$_____
4. Funds received for child support and other untaxed income. (See question 47 of the Free Application for Federal Student Aid (FAFSA))

Sources of Untaxed Income	2008 Amount	Sources of Untaxed Income	2008 Amount
a. Child Support	\$ _____	d.	\$ _____
b. Social Security (non-taxed)	\$ _____	e.	\$ _____
c. Workman's Compensation	\$ _____	f.	\$ _____

***** SECTION D: 2008 ADDITIONAL FINANCIAL INFORMATION *****

Use the tables below to report annual amounts.

For the Parents' column, enter the amount for the student's parent(s). For the Student's column, enter the amount for the student (and his or her spouse).

Parents' (Q94)	2008 Additional Financial Information	Student's (Q46)
\$ <input style="width: 80%;" type="text"/>	a. Education credits (Hope and Lifetime Learning tax credits) from IRS Form 1040—line 50 or 1040A—line 31.	\$ <input style="width: 80%;" type="text"/>
\$ <input style="width: 80%;" type="text"/>	b. Child support paid because of divorce or separation or as a result of a legal requirement. <small>Don't include support for children in your (or your parents') household, as reported in question 96 (or question 75 for your parents).</small>	\$ <input style="width: 80%;" type="text"/>
\$ <input style="width: 80%;" type="text"/>	c. Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	\$ <input style="width: 80%;" type="text"/>
\$ <input style="width: 80%;" type="text"/>	d. Grant and scholarship aid reported to the IRS in the adjusted gross income. <small>Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships.</small>	\$ <input style="width: 80%;" type="text"/>
\$ <input style="width: 80%;" type="text"/>	e. Combat pay or special combat pay. <small>Only enter the amount that was taxable and included in the adjusted gross income. Do not enter untaxed combat pay reported on the W-2 (Box 12, Code Q).</small>	\$ <input style="width: 80%;" type="text"/>

Parents' (Q95)	2008 Untaxed Income	Student's (Q47)
\$ <input style="width: 80%;" type="text"/>	a. 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.	\$ <input style="width: 80%;" type="text"/>
\$ <input style="width: 80%;" type="text"/>	b. 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.	\$ <input style="width: 80%;" type="text"/>
\$ <input style="width: 80%;" type="text"/>	c. Child support received for all children. <small>Don't include foster care or adoption payments.</small>	\$ <input style="width: 80%;" type="text"/>
\$ <input style="width: 80%;" type="text"/>	d. Tax exempt interest income from IRS Form 1040—line 8b or 1040A—line 8b.	\$ <input style="width: 80%;" type="text"/>
\$ <input style="width: 80%;" type="text"/>	e. Untaxed portions of IRA distributions from IRS Form 1040—lines (15a minus 15b) or 1040A—lines (11a minus 11b). <small>Exclude rollovers. If negative, enter a zero here.</small>	\$ <input style="width: 80%;" type="text"/>
\$ <input style="width: 80%;" type="text"/>	f. Untaxed portions of pensions from IRS Form 1040—lines (16a minus 16b) or 1040A—lines (12a minus 12b). <small>Exclude rollovers. If negative, enter a zero here.</small>	\$ <input style="width: 80%;" type="text"/>

\$ <input style="width: 80%;" type="text"/>	g. Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits).	\$ <input style="width: 80%;" type="text"/>
\$ <input style="width: 80%;" type="text"/>	h. Veterans noneducation benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$ <input style="width: 80%;" type="text"/>
\$ <input style="width: 80%;" type="text"/>	i. Other untaxed income not reported, such as workers' compensation, disability, etc. <small>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, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.</small>	\$ <input style="width: 80%;" type="text"/>
XXXXXXXXXX	j. Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form.	\$ <input style="width: 80%;" type="text"/>

***** SECTION E: SIGNATURES/CERTIFICATION *****

By signing below, you attest to the accuracy of the information given on this form, and you certify that all the information you listed on the Free Application for Federal Student Aid (FAFSA) was true and complete to the best of your knowledge. If you purposely gave false or misleading information, you may be fined \$20,000, sent to prison, or both. You also certify that:

- You will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education.
- You are not in default on a federal student loan or have made satisfactory arrangements to repay it.
- You do not owe money on a federal student grant or have made satisfactory arrangements to repay it.
- You understand that the Secretary of Education has the authority to verify income reported on the application with the Internal Revenue Service.
- You will notify your school if you default on a federal student loan.
- You understand that you can not receive a Federal Pell Grant from more than one school for the same period of time.

STUDENT:

SIGNATURE	DATE
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PARENT:

SIGNATURE	DATE
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***** SECTION F: STUDENT CONTACT INFORMATION *****

Please provide the following information so that the Financial Aid Office may reach you if additional information is required. Without all information required the Financial Aid Office will not be able to process and expedite your verification in a timely manner.

EMAIL ADDRESS	HOME PHONE NUMBER	CELL PHONE NUMBER
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***** BEFORE YOU RETURN THIS FORM, YOU MUST *****

1. Provide a **SIGNED** copy of all 2008 Federal Tax Returns.
2. Review Section C and D, ensure all items are answered, IF ITEMS DO NOT APPLY, ENTER "0".
3. Submit a copy of all 2008 W-2 forms and 2008 SSA1099 forms (if applicable).
4. Proof read this entire worksheet for accuracy. If pertinent information is left blank, this form will be returned and may affect your student financial aid eligibility.

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

PLEASE RETURN THIS COMPLETED VERIFICATION WORKSHEET TO THE OFFICE OF FINANCIAL AID. YOUR FINANCIAL AID CANNOT BE FINALIZED UNTIL VERIFICATION IS COMPLETED.

*Lanier Technical College is an Equal Opportunity Educational Institute
A Unit of the technical College System of Georgia*