

Office of Financial Aid

2016-2017 VERIFICATION WORKSHEET

V5 Aggregate with Notary

Your 2016-2017 Free Application for Federal Aid (FAFSA) was selected for a process called VERIFICATION. The law states before disbursing federal student aid, we may ask you to confirm the information reported on the FAFSA. WGTC will compare information on this worksheet and with any other required documents with the FAFSA to verify that you provided correct information. If there are differences, your FAFSA information may need to be corrected. WGTC will make the necessary corrections as part of VERIFICATION. You must complete and sign this worksheet, attach any required documents, and submit the form to the WGTC Financial Aid Office nearest your campus location. WE MAY REQUEST ADDITIONAL INFORMATION FROM YOU IF NEEDED.

SECTION A. STUDENT INFORMATION

Last Name	First Name	MI	SSN Number
		() -	/ /19
Student E-mail Address	Contact Telephone Number		Date of Birth

A student is considered **Independent**: (1) if born before January 1, 1993, or (2) is married, or (3) is working on a master's degree or doctorate degree or (4) is a veteran of the U.S. armed forces or currently serving on active duty for purposes other than training, or (5) have children who receive more than half of their support from you, or (6) have legal dependent(s) other than children or spouse who receives more than half of their support from you, or (7) since age 13, both parents were deceased, was in foster care, or was a dependent/ward of the court, or (8) was an emancipated minor as determined by a court in your legal state of residence, or (9) was in legal guardianship as determined by a court in your legal state of residence, or (10) on or after July 1, 2015 was an unaccompanied youth who was homeless or self-supporting and at risk of being homeless as determined by the high school or school district homeless liaison or director of an emergency shelter/transitional housing program funded by HUD.

If you answered NO to all of the dependency questions on Step 3 of your FAFSA, you are considered a Dependent Student. Dependent students must report their parent's income and assets as well as their own. Federal student aid programs are based on the concept that a dependent student's parents have the primary responsibility for paying for their child's education.

HOW TO COMPLETE THIS FORM

Independent Student: List all requested information in Section B for (1) yourself, (2) your spouse (if you are married), and (3) any dependent children of yours (including spouse's) if they receive more than half of their support from you (& spouse). Include other dependent people only if they now live with you and receive more than half of their support from you, and will continue to receive support between July 1, 2016 and June 30, 2017. Also write the name of the college for any family member who will be attending college in a degree or certificate program for at least half-time between July 1, 2016 and June 30, 2017.

Dependent Student: List all requested information in Section B for (1) yourself, (2) your parent(s) (*even if you do not live with them*). If your parents are not married to each other answer the sections about the parent you lived with over 50 percent in the past 12 months, the parent who provided more financial support during the past 12 months. If this parent is remarried, include the parent's spouse (your stepparent) information as you answer all sections; and (3) your siblings (brothers/sisters) if they receive more than half of their support from your parent(s). Include other dependent people only if they now live with and receive more than half of their support from your parent(s), and will continue to receive support between July 1, 2016 and June 30, 2017. ****Also write the name of the college for any dependent family members (DO NOT INCLUDE YOUR PARENTS) who will be attending college in a degree or certificate program for at least half-time between July 1, 2016 and June 30, 2017.**

SECTION B: HOUSEHOLD INFORMATION

NAME	AGE	RELATIONSHIP	COLLEGE **	Will Be Enrolled At Least Half Time
<i>Mary Jones (example)</i>	28	<i>Spouse</i>	<i>Valdosta State University</i>	<i>Yes</i>
		Self		

SECTION C: REQUIRED SIGNATURE/CERTIFICATION STATEMENT:

"I certify that all information reported on this form is true and complete to the best of my knowledge. I agree, if asked, to provide additional documents that will verify the accuracy of the information on this form. I understand that no federal aid will be disbursed to my student account until verification is complete." **WARNING: If you purposely give false or misleading information, you may be fined, be sentenced to jail, or both.**

STUDENT SIGNATURE (Spouse Signature is Optional)

DATE

PARENT SIGNATURE

DATE

Equal Opportunity Institution/A Unit of the Technical College System of Georgia

SECTION D: SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) (formerly known as Food Stamps)	Student	Spouse	Father	Mother
In 2014 or 2015 were any household members in Section B eligible to receive SNAP Benefits? If yes, attach documentation to verify that you received SNAP.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION E: CHILD SUPPORT PAID	Student	Spouse	Father	Mother
Did you pay child support during the calendar year 2015? If yes, complete the below section for each child who received support. Don't include support for children included in Section B: Household Information.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of the child for whom support was paid	Name of the Person Who Paid the Child Support	Name of the Person the Child Support Was Paid To	Total Amount Paid in 2015	
			\$	
			\$	
			\$	

SECTION F: WORK HISTORY	Student	Spouse	Father	Mother
Did you work in 2015?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION G: TAX RETURN STATUS	Student	Spouse	Father	Mother
Did you file a 2015 Federal Tax Return?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

NON-TAX FILERS: If you, your spouse, and/or parents worked but did not file a 2015 tax return and was/were not required to file a tax return, you must submit W-2s received from your employer and complete a "Non-tax Filers" form located in the Financial Aid Office. If you did not receive a W-2 or cannot obtain your W-2, you must write on the "Non-tax Filer's Form why you cannot provide W-2s. If you did not work, you must complete a "No Income Form" located in the Financial Aid Office.

If you answered "Yes" that you filed a 2015 Federal Tax Return, did you download your tax information on the FAFSA using the IRS Data Retrieval Tool?	Student	Spouse	Father	Mother
	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No

The IRS DATA Retrieval Tool speeds up the "Verification" process and is WGTC's preferred method for Verification. **If you did not or cannot use the IRS Retrieval Tool, you must submit a 2015 IRS Federal Tax Transcript for the "Verification" process. Copies of U.S Federal Income Tax returns can no longer be submitted.** If you were the victim of identity theft, contact the Financial Aid Office for additional instructions.

- If you answered "No" to the **IRS Data Retrieval Tool (DAT)** on the FAFSA **but you could have used** the IRS Data Retrieval Tool, log into the FAFSA at www.fafsa.ed.gov and click on, "**Make Corrections**"; then click on the "Financial Information" tab, choose "Already Completed" from the drop down box, follow the online directions; and then click on "Link to IRS." Enter the name(s) on the tax return, the address on the tax return, and the Filing Status on the tax return; click "Submit", then click "Transfer My Tax Info." Then click on "Transfer Now" to submit the correction which should process within 5 to 10 days. If the income was transferred successfully, "check "Yes" to the question above, "did you download your tax information...using the IRS Data Retrieval Tool."
- If you answered "No" to the **IRS Retrieval Tool** **because you were unable to use the tool due to your filing status or other reasons, OR, you chose not to download your information from the IRS website,** you must submit an **IRS Tax Transcript.**
 - ✓ **The fastest method to obtain a tax transcript** is to download a 2015 Tax Transcript and Wage Statement (W-2) at www.irs.gov. Under "Tools" click on the link "Get Transcript of Your Tax Records"; then click "Create an Account." A code will be sent to your e-mail. Retrieve the code and complete the remaining questions on the IRS webpage. Once the account is authenticated, a second window displays the transcript in Portable Document Format (PDF). You can also request the transcript be sent by mail which takes 5 to 10 days to receive.
 - ✓ You can also call 1-800-908-9946 to order a transcript by phone. Or download the IRS2GO mobile app.
 - ✓ You can also download IRS Form 4506T at www.irs.gov and fax the form to 816-292-6102. Line 5 allows direct mailing or fax of the transcript to WGTC. WGTC's address and fax for each campus is located below.

Ben Hill-Irwin Campus, 667 Perry House Road, Fitzgerald, GA 31750, 229.468.2000/Fax 229.468-2110
Coffee Campus, 706 West Baker Highway, Douglas, GA 31533, 912.389.4300/ Fax 912.389-4308
Cook County Workforce Development Center, 1676 North Elm Street, Sparks, GA 31647, 229.549.7368/Fax 229.549-6286
Valdosta Campus, 4089 Val Tech Road, Valdosta, GA 31602, 229.333.2100/Fax 229.333.2153

Section H. HIGH SCHOOL COMPLETION STATUS

Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2016–2017. If the student is unable to obtain the documentation listed below, he or she must contact the Financial Aid Office.

- Copy of student's high school diploma.
- Copy of student's Final Official High School Transcript showing date when the diploma was awarded.
- Copy of the student's General Educational Development (GED) certificate or GED transcript.
- An Official Academic transcript indicating the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- If state law requires a homeschooled student to obtain a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If state law does not require a homeschooled student to obtain a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent), transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a home school setting.

Section I. IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE

The student must appear in person at the nearest Wiregrass Georgia Technical College campus location shown below to verify his or her identity by presenting 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 with the date it was received 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 following Statement of Educational Purpose.

Statement of Educational Purpose	
<p>I certify that I, _____, am the individual signing this <div style="text-align: center;">(Print Student's Name)</div> </p> <p>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 Wiregrass Georgia Technical College for 2016-2017.</p>	
<p>_____</p> <div style="text-align: center;">(Student's Signature)</div>	<p>_____</p> <div style="text-align: center;">(Date)</div>
<p>_____</p> <div style="text-align: center;">(Witness' Signature—WGTC FA Official)</div>	<p>_____</p> <div style="text-align: center;">(Date)</div>

Wiregrass Georgia Campus Locations

Ben Hill-Irwin Campus, 667 Perry House Road, Fitzgerald, Georgia, Room 622
 Coffee Campus, 706 West Baker Highway, Douglas, Georgia, Room 102
 Cook County Workforce Development Center, 1676 North Elm Street, Sparks, Georgia, Room 108
 Valdosta Campus, 4089 Val Tech Road, Valdosta, Georgia, Room 108

If the student is unable to appear in person at one of the Wiregrass Georgia Technical College campus locations 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 on page 4 which is but not limited to a driver's license, other state-issued ID, or passport; and
- (b) The original notarized Statement of Educational Purpose on page 4. You must sign in the presence of the notary.

TURN FORM OVER ➔

Statement of Educational Purpose

I certify that I, _____, am the individual signing this
(Print Student's Name)

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 Wiregrass Georgia Technical College for 2016-2017.

(Student's Signature)

(Date)

Notary's Certificate of Acknowledgement

State of _____ City/County of _____

On _____, before me, _____, personally appeared
(Date) (Notary's name)

_____ and proved to me of satisfactory evidence of identification:
(Printed name of signer)

_____ to be the above-named person who signed the foregoing instrument.
(Type of government-issued photo ID provided)

WITNESS my hand and official seal _____
(seal) (Notary signature)

My commission expires on _____
(Date)

FOR FINANCIAL AID OFFICE USE ONLY

In addition to the categories on this form you must also verify the following items for the V-1, V-5, and V6 groups. You must resolve any conflicting data.

- | | | |
|--|--|---|
| 1. Was the IRS DAT used? ISIR Code "02" | 4. Adjusted Gross Income/U.S. Tax Paid | 7. Untaxed portion of IRA distributions |
| 2. Marital Status (If conflicting information) | 5. Tax-exempt Interest | 8. Education credits |
| 3. Tax Filing Status | 6. Untaxed portions of pensions | 9. BAS (on active duty military LES) |

Beginning with 2014-2015, you must report your results for any student for whom you receive an ISIR tracking flag V4 or V5, as selected by CPS, and request verification documentation. You MUST report this information to FAA Access to CPS Online and enter one of the following numeric codes that apply to the student:

- 1—verification completed in person, no issues found
- 2—verification completed using notary, no issues found
- 3—verification attempted, issues found with identity
- 4—verification attempted, issues found with HS completion
- 5—no response from applicant or unable to locate

NOTE: If issues were found with both identity and high school completion status, use code 3.