SAVANNAH TECHNICAL COLLEGE

Office of Financial Aid
5717 White Bluff Road
Savannah, GA 31405

Phone (912)443- 4795
Fax (912)443-5705
Financialaid@savannahtech.edu

2014-2015 Verification Worksheet

Revised - Dependent

Step 1. Student Information

_____ _____|_____|_____

Last Name First Name M.I. Student Number Date of birth

(_____)_____|_____

Phone number Email Address

Step 2- Family Information

Number of Household Members: **List below the people in the parents' household. Include**:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2014, through June 30, 2015, or if the other children would be required to provide parental information if they were completing a FAFSA for 2014–2015. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other people's support and will continue to provide more than half of their support through June 30, 2015.

Also include below information about any household member, excluding the parents, who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2014, and June 30, 2015, include the name of the college. *Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.*

Full Name	**AGE**	**Relationship**	**Name of College Attending (**if at least half time**)**
		Self (Student)	Savannah Technical College

STEP 3- Supplemental Nutrition Assistance Program (SNAP)/Food Stamps

Was anyone in the household eligible to receive SNAP/food stamps during the calendar years 2012 or 2013?

☐ YES ☐ NO

***Note**: If we have reason to believe the information regarding SNAP to be inaccurate, we will require documentation from the agency that issued the SNAP benefits in 2012 or 2013.*

Step 4-Child Support Paid

If one of your parent(s) listed above paid child support in 2013 they must complete this section:

Person who paid child support	**Person who received child support**	**Name of Child**	**Total Amount Paid for 2013**
			$
			$
			$

Step 5-Child Support Received

List the amount of child support your parent(s) received for the entire year of 2013 $_____.

Step 6-Student/Parent Income Information - **Note: Federal regulations mandate that a signed copy of the tax return cannot be accepted. To request a Tax Return Transcript (if needed) please see the Verification Instructions sheet.**

Student		Parent(s)
	Check here if you used the IRS Data Retrieval and did not make corrections to the IRS data when you completed your FAFSA (IRS Tax Return Transcript not required).	
	Check here if you are attaching a copy of your 2013 IRS Tax Return Transcript.	
	Check here if you did not file and did not have any income for 2013. **(You may be required to complete a Declaration of No or Low Income Form).**	
	Check here if you did not file **and are not required to file** a 2013 Federal Income Tax Return. If you had income, list your employer(s) and any income earned in 2013 below. Attach your 2013 W-2 & 1099 forms. Also include any untaxed income from other sources.	

Student 2013 Amount Earned	Non-Tax Filer's Statement List Employer's Name/Other Resource Provide Copy of 2013 W-2's & 1099's	Parent(s) 2013 Amount Earned
$		$
$		$
$		$
$		$

Step 7-Student/Parent Untaxed Income Information

Student	Sources of Untaxed Income for 2013	Parent(s)
$	Payments to tax-deferred pension and retirement 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. Don't include amounts reported in code DD (employer contributions toward employee health benefits).	$
$	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.	$
$	Tax exempt interest income from IRS Form 1040—line 8b or 1040A—line 8b.	$
$	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.	$
$	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.	$
$	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 for housing. Provide documentation with proof of income. (i.e. 1099, etc).	$
$	Veterans noneducation benefits, such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances. Provide documentation with proof of income.	$
$	Other untaxed income not reported in items 45a through 45h, such as workers' compensation, disability, etc. Also include the untaxed portions of health savings accounts from IRS Form 1040—line 25. Don't include extended foster care benefits, 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. Provide documentation with proof of income.	$
$	Money received, or paid on your behalf (e.g., rent/utility/cell phone bills, cash/gift cards), not reported elsewhere on this form. This includes money that you received from a parent whose financial information is not reported on this form and that is not part of a legal child support agreement.	$

Step 8- Required Signatures

Warning: if you purposely give false or misleading information on this worksheet you will not be eligible for financial aid and you may be fined, sentenced to jail or both.

By signing this worksheet, I /we certify that all the information reported to qualify for Federal Student Aid is complete and correct.

Student (No Electronic Signatures) Date Parent (No Electronic Signatures) Date

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2014-2015 Verification Worksheet Instructions

Your 2014-2015 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. This is to ensure that your FAFSA was completed correctly. To verify that you provided correct information, submit the completed/signed 2014-2015 Verification Worksheet along with the required supporting documentation to the Financial Aid Office. Make sure the form is signed by you and your parent (if you are a dependent). A financial aid administrator will compare your FAFSA with the verification information provided. If there are differences, your FAFSA information will be corrected by the Financial Aid Office.

The verification process can take up to 3 weeks to complete. If FAFSA corrections are required, please allow an additional 5-7 business days for the corrections to be processed. Federal financial aid **will not** be awarded until the verification process is completed. Check your BANNER Web and student e-mail frequently for updates on your financial aid status.

The IRS Data Retrieval Tool is recommended for all tax filers. Instructions for IRS Data Retrieval may be found at: http://www.uwyo.edu/sfa/fafsa/irs-data-retrieval.html If you used the IRS Data Retrieval Tool and did not subsequently change data that was retrieved, you do not have to submit a copy of your 2013 Tax Return Transcript.

If you did not utilize the IRS Data Retrieval when you filed the FAFSA, you may use the corrections functionality of FAFSA on the Web approximately 2 weeks after the IRS accepts your tax return. Some applicants are not eligible to use the IRS Data Retrieval**. If you cannot or did not utilize the IRS Data Retrieval or if you used the IRS Data Retrieval and made changes to the IRS data, a 2013 IRS Tax Return Transcript is required.** Tax transcripts must be sent directly to the student and/or parent or spouse. Any of the following methods can be utilized to order your tax transcript:

Requesting a 2013 IRS tax Transcript

Tax filers may request a transcript of their 2013 tax return, free of charge, from the IRS in one of the following ways.

Fastest Method	Print from online at: www.irs.gov/Individuals/Get-Transcript
Request Online or by phone	http://www.irs.gov/uac/Tax-Return-Transcripts 1-800-908-9946 Mailed 5-10 business days

Filing a Tax Extension	If you, your spouse, or parent(s) have been granted a filing extension by the IRS, a copy of the IRS Form 4868, W-2 Forms, and if self-employed, a signed statement certifying the amount of the individual's AGI and U.S Income taxes paid for tax year 2013 must be provided to the Financial Aid Office.
Amended Tax Return	If you, your spouse, or parent(s) filed an amended IRS income tax return for tax year 2013, provide both of the following: A signed copy of the original 2013 IRS income tax return that was filed with the IRS, or a **2013 IRS Tax Return Transcript** (signature not required) for the 2013 tax year; and a signed copy of the 2013 IRS Form 1040X "Amended U.S. Individual Tax Return" that was filed with the IRS.
Victim of Identity Theft	If you, your spouse, or parent(s) have been the victim of IRS identity theft and are unable to obtain a 2013 IRS Tax Return Transcript or use the IRS DRT, a signed copy of the 2013 paper IRS income tax return that was filed with the IRS and a signed copy of IRS Form 14039 "Identity Theft Affidavit", if one was submitted to the IRS, must be provided. If the individual was not required to submit one, he or she may provide a statement signed and dated indicating that s/he is a victim of IRS identity theft and that the IRS is investigating the matter. The statement must also indicate that the individual submitted a Form 14039 to the IRS, but did not keep a copy of it or that he or she was not required to file the form or a copy of a police report, if it was filed, related to the IRS identify theft.

Please note: Federal regulations prevent us from accepting copies of Federal Tax Returns (1040/1040A/1040EZ) for verification purposes. The only exception to this is if your tax return is from Puerto Rico or a converted foreign income tax return. There are no other exceptions.