

## INSTRUCTIONS

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Your application was selected for review in a process called Verification. In this process, Georgia College will compare information from your FAFSA with this worksheet and financial data submitted. You are required to complete Verification before we will award and/or disburse federal aid. If there are differences between your FAFSA application and your Verification documentation, electronic corrections to your FAFSA may be required. You must complete and sign this worksheet, attach any required documents, and submit to our office. If you have questions about the Verification process, contact the Georgia College Financial Aid Office by phone at (478) 445-5149 or email at [financialaid@gcsu.edu](mailto:financialaid@gcsu.edu) as soon as possible so that your financial aid will not be delayed.

### Helpful Steps to Follow:

1. Submit the completed worksheet, 2016 Federal Tax Return Transcripts (unless the IRS Data Retrieval Tool was successful when the FAFSA was completed), and any other documents requested to the Georgia College Financial Aid Office via fax to (478) 445-0729, email to [financialaid@gcsu.edu](mailto:financialaid@gcsu.edu), or mail to Campus Box 030, Milledgeville, GA 31061.
2. Complete all sections of the Verification Worksheet in full and sign on page 3.
3. Contact the Georgia College Financial Aid Office if you have questions about completing this worksheet.

The Georgia College Financial Aid Office will compare information on this worksheet and any supporting documents with the information you submitted on your application.

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### How to Obtain Your 2016 Tax Information:

#### Internal Revenue Service (IRS) Data Retrieval Tool (DRT):

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 2016 IRS income tax information into the student's FAFSA. If you need more information about when or how to use the IRS Data Retrieval Tool, see your financial aid administrator.

**Note:** *The IRS may send you, via U.S. Mail, a "Notification of Access to the Department of Education's IRS Data Retrieval Tool".*

#### Tax Return Transcript: (We CANNOT accept a copy of the Tax Return)

- **Transcript by MAIL:** Go to [www.irs.gov](http://www.irs.gov), click "Get My Tax Record." Click "Get Transcript by MAIL." Enter personal information and continue. Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Transcript ONLINE: (Currently available only to users who have already established an account with the IRS)** Go to [www.irs.gov](http://www.irs.gov), click "Get My Tax Record." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request:** 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form:** IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.
  - *The student and spouse will need their Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2016 IRS tax return was filed).*
  - *If married and separate 2016 tax returns were filed, 2016 IRS tax return transcripts must be submitted for both student and spouse.*
  - **Please make sure that your name, social security number, or GCID is written on the tax transcript before submitting it to our office.**

**Verification of Non-filing Letter:** Provides proof that the IRS has no record of a filed Form 1040, 1040A, or 1040EZ for the year you requested. It does not indicate whether you were required to file a return for that year.

Student GCID # 911 \_\_\_\_\_



**Verification Worksheet Independent Student**  
**2018-2019**  
**VER119**

Student's Last Name	Student's First Name	M.I.	Date of Birth (MM/DD/YYYY)
Student's Phone Number		Student's Alternate Phone Number	
Student's GCID # or Social Security #			

**A. Independent Student's Family Information**

Full Name	Age		
<p>Write the names of the people in your household in the chart below:</p> <ol style="list-style-type: none"> <li>1. Include yourself.</li> <li>2. Include your spouse.</li> <li>3. Include your children and your spouse's children, if you or your spouse will provide more than half of their support between July 1, 2018 and June 30, 2019 or if the children would be required to provide parental information if they were completing a 2018-19 FAFSA.</li> <li>4. Include other dependents, if they now live with you and your spouse and you and your spouse will continue to provide more than half of their support through June 30, 2019.</li> </ol>	<p>Write the age of each family member in the chart below.</p>		
	Relationship		
	<p>Write the relationship of each family member to the student in the chart below.</p>		
	College		
	<p>Add the name of the college for any household member (excluding parents) who will be enrolled in a degree, diploma, or certificate program at an eligible postsecondary educational institution at least half-time any time between July 1, 2018 and June 30, 2019.</p>		
Full Name	Age	Relationship	College
<i>Missy Jones (Example)</i>		<i>Self</i>	<i>Central University</i>

**B. VERIFICATION OF 2016 TAX FILING STATUS FOR STUDENT/SPOUSE**

Student Income Information
<p><b>Student: Complete <u>ONE</u> section <u>ONLY!</u> Check <u>ONLY</u> one box!</b></p>
<p><b>Tax Filers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check here if you used the IRS Data Retrieval Tool on the <a href="#">FAFSA</a>. – <i>See instructions on Page 1 of the Verification worksheet.</i></li> <li><input type="checkbox"/> Check here if you did not use the IRS Data Retrieval Tool. You must request a tax return transcript from the Internal Revenue Service at 1 – 800 – 908 – 9946 or <a href="http://www.irs.gov/Individuals/Get-Transcript">http://www.irs.gov/Individuals/Get-Transcript</a></li> </ul> <p style="text-align: center;">----- OR -----</p> <p><b>Non-Tax Filers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check here if you were UNEMPLOYED for the entire year of 2016 and did not file a tax return.</li> <li><input type="checkbox"/> Check here if you were employed in 2016 but did not file and were not required to file a U.S. income tax return. Complete Chart in section D below.</li> <li>➤ Attach your W-2 form(s) - <b>REQUIRED</b> for working <u>NON-Tax Filers!</u></li> <li>➤ Attach Verification of Non-Filing Letter – <b>REQUIRED</b> for <b>ALL NON-Tax Filers!</b></li> </ul>

Spouse Income Information
<p><b>Spouse: Complete <u>ONE</u> section <u>ONLY!</u> Check <u>ONLY</u> one box!</b></p>
<p><b>Tax Filers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check here if you used the IRS Data Retrieval Tool on the <a href="#">FAFSA</a>. – <i>See instructions on Page 1 of the Verification worksheet.</i></li> <li><input type="checkbox"/> Check here if you did not use the IRS Data Retrieval Tool. You must request a tax return transcript from the Internal Revenue Service at 1 – 800 – 908 – 9946 or <a href="http://www.irs.gov/Individuals/Get-Transcript">http://www.irs.gov/Individuals/Get-Transcript</a></li> </ul> <p style="text-align: center;">----- OR -----</p> <p><b>Non-Tax Filers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check here if you were UNEMPLOYED for the entire year of 2016 and did not file a tax return.</li> <li><input type="checkbox"/> Check here if you were employed in 2016 but did not file and were not required to file a U.S. income tax return. Complete Chart in section D below.</li> <li>➤ Attach your W-2 form(s) - <b>REQUIRED</b> for working <u>NON-Tax Filers!</u></li> <li>➤ Attach Verification of Non-Filing Letter – <b>REQUIRED</b> for <b>ALL NON-Tax Filers!</b></li> </ul>

**C. VERIFICATION OF 2016 INCOME INFORMATION FOR NON-TAX FILERS**

List below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W2 form or equivalent document is provided. <i>If additional space is needed, provide a separate page with student's name and GCID #.</i>			
	Employer's Name	2016 W2s or Earnings Statement Attached to this Form?	Amount Earned in 2016
<b>Student</b>			
<b>Spouse</b>			

**D. CERTIFICATIONS AND SIGNATURES**

Each person signing below certifies that all of the information reported on this worksheet is complete and correct. Forms must be manually signed. Forms with digital and electronic signatures will not be accepted.

\_\_\_\_\_  
Student's Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date

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