2019-2020 Independent Verification Worksheet

Office of Financial Aid

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Financialaid@savannahtech.edu

Complete Steps 1-4: Write N/A if an item is not applicable to your situation.

STEP 1- STUDENT INFORMATION

____|________________________|____________
Last Name First Name M.I. Student Number Date of birth

(______)_____________________________|____
Phone Number Email Address

STEP 2- NUMBER OF HOUSEHOLD MEMBERS AND NUMBER IN COLLEGE

List below the people in your household. Include:

- Yourself, and your spouse if you are married, and
- Your children, if you will provide more than half of their support from July 1, 2019 through June 30, 2020 (**even if they do not live with you**),
- Other people if they now 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, 2019 through June 30, 2020.

Include the name of the college next to the member(s) of your household that will be enrolled between July 1, 2019 and June 30, 2020 at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution.

NUMBER IN HOUSEHOLD List Household Member's Full Name	**Age**	**Relationship to Student**	**Lives with you? (Yes or No)**	**NAME OF COLLEGE ATTENDING** *(if at least half time)*	**Enrolled at least half-time? (Yes or No)**
		Self (Student)		Savannah Technical College	

STEP 3- INCOME INFORMATION

STUDENT	**CHECK THE ONE THAT APPLIES**	**SPOUSE**
	Check here if you used the IRS Data Retrieval Tool and did not make corrections to the IRS data when you completed your FAFSA (Tax Return/Transcript not required).	
	Check here if you are attaching a copy of your 2017 IRS Tax Return Transcript or a signed copy of your 2017 Federal Tax Return.	
	Check here if you did not file a 2017 Federal Income Tax Return or did not have any wages or income. **Complete the Declaration of No/Low Income section and You must also attach an IRS non tax filer statement.**	
	Check here if you did not file **and are not required to file** a 2017 Federal Income Tax Return but you had wages or nontaxable income. Complete the ****Non Tax Filer's Statement**** section. **You must also attach an IRS non tax filer statement.**	

STUDENT 2017 Amount Earned	** NON TAX FILER'S STATEMENT List Employer's Name/Other Sources of Income Must provide: • Copy of 2017 W-2's & 1099's OR IRS Wage & Income Statement		SPOUSE 2017 Amount Earned
$			$
$			$
$			$
$			$
$			$
$			$

STUDENT	2017 DECLARATION OF NO/LOW INCOME • List ALL 2017 sources of monies received or paid on your behalf		SPOUSE
	Check here if you did not work in 2017 and had no income because you were:		
	Incarcerated (attach release documents)	Incarcerated (attach release documents)	
	Lived with parents/relatives	Lived with parents/relatives	
	Lived with other party	Lived with other party	
	Other (provide written statement)	Other (provide written statement)	
Amount Received	**List sources of money received or paid on your behalf in 2017** (Including, but not limited to: rent/utility/cell phone bills, cash/gift cards) that is not reported elsewhere on this form. This includes money that you received from a parent/family member.		**Amount Received**
$			$
$			$
$			$

STUDENT 2017	SOURCE OF UNTAXED INCOME Include proof of untaxed income (W-2, 1099, statement of income/benefits)	SPOUSE 2017
$	2017 Tax-deferred pension and retirement savings plans (paid directly or withheld from earnings, such as 401K and 403b plan). Amounts reported on the W-2 forms in Boxes 12a through 12d, codes D, E, F, G, H and S. Do not include amounts reported in code DD (employer contributions toward employee health benefits).	$
$	2017 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.	$
$	2017 Tax exempt interest income from IRS Form 1040—line 8b or 1040A—line 8b.	$
$	2017 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.	$
$	2017 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) received in 2017. Don't include the value of on-base military housing or the value of a basic military allowance for housing.	$
$	2017 Veterans' non-education benefits, such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	$

STEP 4 - 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 certify that all the information reported to qualify for Federal Student Aid is complete and correct.

____ _______________________

Student Signature (Spouse's signature not required) (No Electronic Signatures) Date

REV: 02/12/2018
CODE: VDWKSH

Financial Aid Office Use Only – Processed Date _____________
Document Processed By: ________________________________

SAVANNAH TECHNICAL COLLEGE

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2019-2020 Verification Worksheet Instructions

Your 2019-2020 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 2019-2020 Verification Worksheet along with the required supporting documentation to the Financial Aid Office. Make sure the form is signed by you (the student). 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 IRS Data Retrieval Tool is recommended for all tax filers. 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 2017 Tax Return Transcript or signed copy of your 2017 Federal Tax Return.

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.

***If you do not have a signed copy of your 2017 Tax Return and w2 and you are unable to obtain a copy, you may request an IRS Tax Transcript and IRS Wages Transcript:**

- Online Request - Go to www.IRS.gov, under the Tools heading on the IRS homepage, click "Get Transcript of Your Tax Records." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and ***NOT*** the "IRS Tax Account Transcript."
- IRS2Go App – Apple Online Store at https://itunes.apple.com/us/app/irs2go/id414113282?mt=8 OR Google Play at https://play.google.com/store/apps/details?id=gov.irs
- Telephone Request - 1-800-908-9946 (Allow 5-10 business days)
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

If you are unable to register or you prefer not to use the "**Get Transcript Online"** option, you may request to receive you tax information via fax, providing that you are near a fax machine at the time of the request. You may call 1-800-829-0582 ext. 652 to make your request.

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 2017 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 2017, provide both of the following: A signed copy of the original 2017 IRS income tax return that was filed with the IRS, or a **2017 IRS Tax Return Transcript** (signature not required) for the 2017 tax year; and a signed copy of the 2017 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 2017 IRS Tax Return Transcript or use the IRS DRT, a signed copy of the 2017 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.

GET TRANSCRIPT ONLINE

To print your online 2017 IRS Tax Return Transcript or Letter of Non-Filing from IRS website:

https://www.irs.gov/individuals/get-transcript

Here's what new users need to get started:

- A readily available email address;
- Your Social Security number;
- Your filing status and address from your last-filed tax return;
- Access to certain account numbers for either:
  - credit card, or
  - home mortgage loan, or
  - home equity (second mortgage) loan, or
  - home equity line of credit (HELOC), or
  - car loan
- A readily available mobile phone. Only U.S-based mobile phones may be used. Your name must be associated with the mobile phone account. Landlines, Skype, Google Voice or similar virtual phones as well as phones associated with pay-as-you-go plans cannot be used;
- If you have a "credit freeze" on your credit records through Equifax, it must be temporarily lifted before you can successfully complete this process.

Because this process involves verification using financial records, there may be a "soft notice" placed on your credit report. This notice does not affect your credit score.

To securely access Get Transcript Online, first-time users must:

- Submit their name and email address to receive a confirmation code;
- Enter the emailed confirmation code;
- Provide their SSN, date of birth, filing status and address on the last filed tax return;
- Provide some financial account information for verification such as the last eight digits of their credit card number or car loan number or home mortgage account number or home equity (second mortgage) loan number;
- Enter a mobile phone number to receive a six-digit activation code via text message;
- Enter the activation code;
- Create username and password, create a site phrase and select a site image.

Returning taxpayers who have not completed the new secure access process:

- Log in with an existing username and password;
- Submit financial account information for verification, for example, the last eight digits of a credit card number or car loan number or home mortgage account number or home equity (second mortgage) loan account number;
- Submit a mobile phone number to receive an activation code via text;
- Enter the activation code.

Returning taxpayers who have completed the new secure access process:

- Log in with an existing username and password;
- Receive a security code text via mobile phone provided with account set up;
- Enter the security code into secure access.

If at any point, you cannot validate your identity – for example, you cannot provide financial verification information or you lack access to a mobile phone – you may use Get Transcript by Mail.

Get Transcript by Mail allows you to go online and select a tax return or account transcript type to be mailed to your address of record and delivered within 5 to 10 days. You may also call 1-800-908-9946 to order these transcripts by phone.