



Office of Financial Aid
 1704 S. Slappey Blvd.
 Albany, Ga 31701
Finaid@albanytech.edu
 Fax: 229-430-6180

**Dependent
 Verification
 Worksheet
 2019-20 School Year**

Your application was selected for review in a process called "Verification." In this process, ATC will compare information from your FAFSA with this worksheet and financial documents you will submit. This process is required by federal law and must be completed before funds can be disbursed. By signing this form, if there are differences between your FAFSA application and your financial documents, you authorize ATC to make electronic corrections to your FAFSA. In some instances our office could identify errors in your data that results in an increase to your eligibility for additional aid. **We will not continue processing your application for financial aid until we have all complete and correct information.**

INSTRUCTIONS

1. Collect your and your parent(s) 2017 financial documents (2017 tax transcript, etc.).
2. Complete all sections of this worksheet **in full**.
3. Submit the completed and signed worksheet and/or any other documents requested to our office.
4. After you and your parent(s) have filed a 2017 Federal Income Tax Return with the IRS, log on to fafsa.gov and use the "IRS Data Retrieval Tool" to automatically transfer your 2017 tax information to your FAFSA.
5. Documents **must** be submitted before mid-term of the semester to be considered for all available financial aid.

A. Student Information

Last Name			First Name	MI	900
Street Address			Student ID #		
City			State	Zip	Date of Birth
			(Area Code) Phone Number		

B. Family Information

Write the names of **ALL** the people in your parent(s)' household, including:

- Yourself and your parent(s) (including stepparent) even if you don't live with your parents.
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2019 through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019-20. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2020.

Include the age of each family member and their relationship to the student. Also add the name of the college for any household member (excluding parents) who will be enrolled in a degree, diploma, or certificate program at least half-time between July 1, 2019, and June 30, 2020.

Full Name of Family Member	Age	Relationship to Student	College Attending July 1, 2019– June 30, 2020
(EXAMPLE) Missy Jones	18	Sister	Central University
		Self	Albany Technical College

*If more space is required, attach a separate page.

Tax Information

The best way to verify income is by using the IRS Data Retrieval Tool that is part of the FAFSA on the Web. If you have not already used the tool, go to FAFSA.gov, log in to your FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. If you filed electronically, the IRS will provide your information within 2 weeks; if you filed by paper, it may take up to 8 weeks for your information to be available to upload via the IRS Data Retrieval Tool on the FAFSA. If you are not eligible to use the IRS Data Retrieval Tool, you will need to request an IRS Tax Return Transcript by calling 800-908-9946 or 844-545-5640, or online at www.irs.gov/transcript. You can also complete an IRS form IRS Form 4506-T.

Non-Filers

If a parent of a dependent student did not file a federal tax return, they will need to submit the Verification of Non-Filing letter as well as a Wage and Income transcript for tax year 2017. The **dependent student** who didn’t file taxes will need to complete a Wage & Income Statement or provide a Wage & Income Statement from IRS. You can request the IRS Verification of Non-Filing letter and the IRS Wage and Income transcript by calling 800-908-9946 or 844-545-5640, or online at www.irs.gov/transcript

Individuals Who Filed an Amended IRS Income Tax Return

If you filed an amended IRS income tax return for tax year 2017, provide a **2017 IRS Tax Return Transcript AND** a signed copy of the 2017 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

Individuals Who Were Victims of IRS Identity Theft

If you are a victim of IRS identity theft who is not able to obtain a **2017 IRS Tax Return Transcript** or use the IRS Data Retrieval Tool, you may provide a 2017 Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes Adjusted Gross Income, taxes paid, etc. **and** a signed statement indicating that you were a victim of IRS tax related identity theft and that the IRS is aware of the tax-related identity theft. To request the TRDBV please call the IRS Identity Theft Help Line at 1-800-908-4490.

Individuals Granted a Filing Extension by the IRS

If you are required to file a 2017 IRS income tax return and have been granted a filing extension by the IRS, provide a copy of IRS Form 4868, “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,” that was filed with the IRS for tax year 2017; **AND** a copy of the IRS’s approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2017 dated after October 1, 2018; **AND** a copy of IRS Form W-2 for each source of employment income received for tax year 2017 and, if self-employed, a signed statement certifying the amount of the individual’s Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2017.

C. Student’s Income Information – Check the box that applies

1. **TAX RETURN FILERS** – If you filed or will file a tax return.
 - I have used, or will use the IRS Data Retrieval tool to report my income information.
 - I will request a 2017 IRS Tax Return Transcript and will submit it at a later date. I understand that verification cannot be completed until the transcripts are submitted. It is recommended that you wait and bring this form with the tax transcript.
 - My tax transcript or signed tax return is attached.
2. **TAX RETURN NONFILERS** – If you will not file and are not required to file a 2017 tax return. See Non-Filers section above.
 - I was not employed and had no income earned from work in 2017.
 - I did work in 2017 but I am not required to file a tax return.

D. Parent’s Income Information – Check the box that applies

1. **TAX RETURN FILERS** – If your parent(s) filed or will file a tax return.
 - The student’s parent used, or will use the IRS Data Retrieval tool to report their income information.
 - The student’s parent will request a 2017 IRS Tax Return Transcript and will submit it at a later date. I understand that verification cannot be completed until the transcripts are submitted.
 - Parent’s tax transcript or signed tax return is attached.
2. **TAX RETURN NONFILERS** – If your parent(s) will not file and are not required to file a 2017 tax return. See Non-Filers section.
 - The student’s parent(s) was not employed and had no income earned from work in 2017.
 - The student’s parent(s) did work in 2017 but is not required to file a tax return.

E. Sign this Worksheet

Each person signing this form certifies that all the information reported on it is complete and correct. If a correction is needed, you authorize ATC to make the correction. The student and one parent must sign and date. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

Student’s Signature _____

Date _____

Parent Signature _____

Date _____