



2010-2011 Verification Worksheet

Federal Student Aid Programs

Your application was selected for review in a process called "Verification." In this process, your school will be comparing information from your application with signed copies of your [and your spouse's or parent(s)] 2009 Federal tax forms, or with W-2 forms or other financial documents. The law says we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents you've submitted, corrections may need to be made. **The Financial Aid Office cannot process your financial aid until verification has been completed, so please provide the required documents as soon as possible.**

What you should do:

1. Collect your [and your spouse's or parent(s)] financial documents (**signed** 2009 Federal income tax forms, W-2 forms, etc.).
2. **Complete the sections and sign the worksheet** – you and your parent (if you are required to provide parent(s)' income information).
3. Contact the Financial Aid Office at (478) 274-7833 or (478) 274-7940 if you have questions about completing this worksheet.
4. Bring or mail the completed worksheet, tax forms, and any other documents to our office.
5. We will compare the information on these documents and make corrections if necessary.

A. Student Information

<i>Last Name</i>	<i>First Name</i>	<i>M. I.</i>	<i>Social Security Number</i>	
<i>Address (include apt. #)</i>		<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Date of Birth</i>	<i>E-mail address</i>		<i>Phone Number (include area code)</i>	

B. Family Information-Refer to Step 3 of the FAFSA for definition of Dependency Status

- Independent Students:** List the people in your household, including: (a) yourself, (b) your spouse if married, (c) your children, if you will provide more than half of their support from July 1, 2010, through June 30, 2011, even if they do not live with you, and (d) 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, 2010, through June 30, 2011.
- Dependent Students:** List the people in your parent(s) household, including: (a) yourself and your parent(s) (including stepparent) even if you don't live with your parents, (b) your parent(s)' other children, even if they don't live with your parent(s), if (1) your parents will provide more than half of their support from July 1, 2010, through June 30, 2011, or (2) the children would be required to provide parental information when applying for Federal Student Aid, and (c) other people if they now live with your parents, and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2010, through June 30, 2011.

Write the names of all household members in the space(s) below. Also write the name of the college for any family member, excluding your parent(s), who will be attending college at least half-time between July 1, 2010, and June 30, 2011, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>
		Self	HGTC

C. Student/Spouse Tax Forms and Income Information. All Applicants must complete.

1. Check only one box below. Tax returns include the 2009 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If you did not keep a copy of your tax return, request a copy from your tax preparer or request an Internal Revenue Service form that lists tax account information.

- Check here if you are attaching a **signed** copy of your tax return for you **and** spouse (if applicable).
- Check here if you will not file and are not required to file a 2009 U. S. Income Tax Return.

2. Funds received for child support and other untaxed income.

Sources of Untaxed Income	2009 Amount	Sources of Untaxed Income	2009 Amount
a. Child Support	\$ mo.		\$
b. Workman's Compensation	\$ mo.		\$
c. Untaxed Pensions	\$ mo.		\$

3. If you did not file and are not required to file a 2009 Federal Income Tax Return, list below your employer(s) and any income received in 2009 (use the W-2 form or other earnings statement.)

Source of Income	Income Earned by:	2009 Amount
		\$
		\$
		\$

D. Parent(s)' Tax Forms and Income Information. (For Dependent Students only)

1. Check only one box below. Tax returns include the 2009 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If your parent(s) did not keep a copy of their tax return, request a copy from the tax preparer or request an Internal Revenue Service form that lists tax account information.

- Check here if you are attaching a **signed** tax return for parent(s) **and/or** step-parent.
- Check here if your parent(s) will not file and are not required to file a 2009 U. S. Income Tax Return.

2. Funds received for child support and other untaxed income.

Sources of Untaxed Income	2009 Amount	Sources of Untaxed Income	2009 Amount
a. Child Support	\$ mo.		\$
b. Workman's Compensation	\$ mo.		\$
c. Untaxed Pensions	\$ mo.		\$

3. If your parent(s) did not file and are not required to file a 2009 Federal Income Tax Return, list below your parent(s)' employer(s) and any income received in 2009 (use the W-2 form or other earnings statements.)

Source of Income	Income Earned by:	2009 Amount
		\$
		\$
		\$

E. Sign this Worksheet

By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and correct. If dependent, at least one parent must sign.

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's Signature
(For Dependent Students Only)

Date

Do not mail this worksheet to the Department of Education.

Submit completed worksheet to:

HGTC, Financial Aid, 560 Pinehill Road, Dublin, GA 31021