



Department of Financial Aid  
 115 Aycock Hall  
 Carrollton, Georgia 30118  
 PHONE: 678-839-6421  
 FAX: 678-839-6422

**Please Respond Within 10 Days of this Request**

**QUALITY ASSURANCE VERIFICATION WORKSHEET**

**2007-2008 Independent**

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Your application was selected for review in a process called "Verification". Information from your application will be compared with signed copies of your (and your spouse's, if married) 2006 Federal tax forms, and 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, our office will send corrections electronically.

Complete this verification form and submit it with signed copies of your (and your spouse's, if married) 2006 Federal tax return, W-2's and any other required documents to our office.

**Please include the student's West Georgia ID number on all documents submitted**

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NAME: \_\_\_\_\_ SS/UWG ID#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_ @my.westga.edu

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**Student's Tax Forms and Income Information (Student MUST complete).**

**Check one item only**

1) Attach a copy of your 2006 **SIGNED** Federal Tax Return and W-2's. Tax returns include 2006 IRS form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or foreign income tax return. If you did not keep a copy of the tax return, request a copy from your tax preparer or copy of an Internal Revenue Service form that lists tax return information at 1-800-829-1040

- Check here, if you filed a tax return. Attach **SIGNED** tax return and W-2's.
- Check here, if you will not file and are not required to file a U.S. Income tax return.

2. If you did not file and are not required to file a 2006 Federal income tax return, list below employer(s) and any income earned in 2006 (attach your W-2 form or other earnings statements if available).

<u>Employer(s)</u>	<u>Amount of Earnings</u>
_____	_____
_____	_____
_____	_____

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

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**Spouse's Tax Forms and Income Information (Spouse MUST complete).**

**Check one item only**

1) Attach a copy of your 2006 **SIGNED** Federal Tax Return and your W-2's.. Tax returns include 2006 IRS form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or foreign income tax return. If you did not keep a copy of the tax return, request a copy from your tax preparer or copy of an Internal Revenue Service form that lists tax return information at 1-800-829-1040

\_\_\_ Check here, if you filed a tax return. Attach **SIGNED** tax return and all W-2's.

\_\_\_ Check here, if you will not file and are not required to file a U.S. Income tax return.

2. If you did not file and are not required to file a 2006 Federal income tax return, list below employer(s) and any income earned in 2006 (attach your W-2 form or other earnings statements if available).

<u>Employer(s)</u>	<u>Amount of Earnings</u>
_____	_____
_____	_____
_____	_____

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**This section (Worksheets A, B, & C) must be completed. List annual, NOT monthly amounts.**

**If the answer is zero, write \$0 in the space provided. If any are left unanswered the form will be returned to you.**

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*(Please note that we cannot verify this data until your 2007-2008 FAFSA is available.)*

Student (and spouse)

Worksheet A

\$	Earned income credit (EIC) from IRS Form 1040-line 66a; 1040A-line 41a; or 1040EZ-line 8a
\$	Additional child tax credit from IRS Form 1040-line 68 or 1040A-line 42
\$	Welfare benefits, including Temporary Assistance for Needy Families (TANF). Don't include food stamps or subsidized housing.
\$	Social Security benefits received <u>for all household members</u> that were not taxed (such as SSI). Report benefits paid to parents in the parents column, and benefits paid directly to the student in the student column.

**PLEASE CONTINUE ON PAGE 3.**

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

Student (and spouse) Worksheet B

\$	Payments to tax-deferred pension and savings plans reported on the W-2 form in boxes 12a-12d, codes D,E,F,G,H, and S.
\$	IRA deductions and payments to self-employed SEP, SIMPLE, and Keogh and other qualified plans from IRS form 1040 –add lines 28+32 or 1040A-line 17
\$	Child support you received <u>for all children</u> . (Don't include foster care or adoption payments) *** You must explain here if you have dependent children and the amount is zero _____
\$	Tax exempt interest income from IRS Form 1040 or 1040A –line 8b
\$	Foreign income exclusion from IRS Form 2555-line 43 or 2555EZ-line 18
\$	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.
\$	Credit for federal tax on special fuels from IRS Form 4136 –line 15 (non farmers only)
\$	Housing, food, and other living allowances paid to members of the military, clergy, <b>AND OTHERS</b> , (including cash payments and cash value of benefits).
\$	Veteran's non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances
\$	Other untaxed income not reported elsewhere on worksheets A & B. (e.g. worker's compensation, untaxed portions of railroad retirement benefits, Black Lung Benefits, disability, combat pay not reported on the tax return, etc. Don't include student aid, Workforce Investment Act educational benefits, non-tax filers combat pay, or benefits from flexible spending arrangements, e.g. cafeteria plans.
\$	Money received or paid on your behalf (e.g. bills by family, friends, or churches) not reported elsewhere on this form.

Student (and spouse) Worksheet C

\$	Education Credits (Hope and Lifetime Learning tax credits) from IRS Form 1040 –line 50 or 1040A –line 31
\$	Child support you <b>PAID</b> because of divorce or separation or as a result of a legal requirement. Don't include support for children in your (or your parents) household. Documentation may be required! _____
\$	Taxable earnings from need-based employment programs such as Federal work study and need based employment portions of fellowships and assistantships.
\$	Student grant and scholarship aid reported to the IRS in your (or your parent's) adjusted gross income. Includes Americorp benefits (awards, living allowances, and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships.

Sign this Worksheet

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

I (we) certify that all the information provided on this form is complete and correct.

Student \_\_\_\_\_

Date \_\_\_\_\_

Spouse \_\_\_\_\_

Date \_\_\_\_\_