



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

## 2007-2008 DEPENDENT VERIFICATION FORM INSTRUCTIONS

Your FAFSA application has been selected for a process called “Verification”. In this process, we will be comparing information from your application with the student’s (if filed) and parent’s 2006 federal tax return and household information that is requested on the verification form. During this process if there is conflicting data, additional documentation will be required to obtain an accurate calculation.

**Please read and follow these instructions to complete the attached verification form. Failure to answer each question will delay the process of your application and may result in loss of institutional funding.**

### **Section A – 2006 Income Tax Information**

You must provide student and parent’s (must include step-parent’s if remarried) 2006 federal income tax returns plus all 2006 W-2 forms. Acceptable forms include a signed copy of the original: 1040, 1040A or 1040EZ submitted to the IRS. **Form 8453 is not acceptable.** During this process you may be required to submit a confirmation or statement from IRS and/or an amended tax return should it be determined that there is conflicting data with what you have submitted.

**Financial aid administrators (FAA’s)** must have a fundamental understanding of relevant tax issues that can considerably affect the need analysis. Because conflicting data often involves such information, FAA’s are obligated to know: whether a person was required to file a tax return, what the correct filing status for a person should be, and that an individual cannot be claimed as an exemption by more than one person or claim a person that they have not supported. For example, a FAA noticing that a dependent student’s married parents have each filed as “head of household” (which offers a greater tax deduction than filing as single or married) might question whether that is the correct filing status. Visit [www.irs.gov](http://www.irs.gov) for Publication 17 of the IRS, *Your Federal Income Tax*, describes on p. 25 the requirements that a person must meet to file as head of household. **An amended tax return may be required before you can be awarded aid.**

**Marital Status:** Please check the appropriate box for your parents’ status as of this day and give date of this status. (i.e.; if married give wedding date; divorced, give date of final decree). **If your biological parents are divorced/widowed and the parent you live with is remarried you must include step-parent’s information.**

**Section B - Household members and who will be in college**

If your biological parents are married to each other, provide information about them. If your biological parents are divorced (or widowed) provide information about the parent/step-parent you lived with more during the past 12 months. If you did not live with one parent more than the other, give information about the parent/step-parent that provided more financial support during the last 12 months. **You cannot use information from guardians, grandparents or anyone else you may have lived with. You must use biological parent's information only.**

**Who counts in Parent's/Step-parent's Household:**

List the people in your parent's/step-parent's household: (a) yourself (b) your parents even if you did not live with your parents; (c) your parent's other children, if your parents will provide more than half of their support from July 1, 2007 through June 30, 2008. If you have siblings or others (i.e. grandparents and grandchildren) living in the home that work or receive social security or disability do not include them unless your parents provide more support than their benefits provide. **(Adequate documents may be required i.e. legal guardianship documents, proof of foster care, income tax forms or 1099).**

**Who will be in college:**

Write in the name of the college for any family member listed in household size **(excluding parents)** who will be attending college at least half-time (6 hours per semester or quarter) between July 1, 2007 and June 30, 2008 **and** will be enrolled in a degree seeking undergraduate program. Confirmation may be required.

**Section C – Worksheets**

This page must be completed by student and parent/step-parent. If the answer to a question is zero, write zero in the space provided, otherwise the Verification Form will be returned to you. Question regarding Social Security must include benefits for all family members in household size. Also questions regarding child support require the names of children that support is paid and received for. **If support received is zero and there are children under 18 years of age please explain why support is not received.** This form will be returned if this is left blank. Divorce decree may be required. Question regarding grants and scholarships is only applicable if reported on your 2006 federal tax forms.

**SECTION D – Signatures**

Student and Parent signatures are required on the back of the verification worksheet.

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**Have you followed the instruction sheet for completing the verification form? Please use the checklist below to make sure it is completed properly; failure to do so will cause the form to be returned to you and will delay the process and may result in loss of institutional funding.**

**Checklist:**

- 1) Go over entire verification form; is every question answered? \_\_\_\_\_
- 2) Did you indicate the type of tax form filed? If filed, please enclose a signed copy with this form \_\_\_\_\_
- 3) Was there untaxed income? Be sure to report this amount in Section C. \_\_\_\_\_
- 4) Did you list yourself, parents and any other persons that parents will support in household size? \_\_\_\_\_
- 5) Did you answer each question in Section C worksheets? You must do so even if it is zero. \_\_\_\_\_
- 6) Did you and your parent sign the Verification Form? Application will be returned if not. \_\_\_\_\_
- 7) Detach at the perforation and mail the Verification Form.



# 2007-2008 DEPENDENT VERIFICATION FORM

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

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

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

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

I will live: \_\_\_ on campus \_\_\_ off campus \_\_\_ with parents If on campus; P.O. Box \_\_\_\_\_

If off campus; local address: \_\_\_\_\_

Please mark all questions below with an (X) that applies to you and your parents

**SECTION A - 2006 INCOME TAX INFORMATION: Please follow instruction sheet**

You are required to submit signed copies of 2006 Federal Tax Returns and ALL 2006 W-2 forms for student and parents.

**STUDENT TAX INFORMATION:**

2006 taxes filed and attached \_\_\_\_\_  
 Worked but 2006 tax will not be filed \_\_\_\_\_ (W-2's required)  
 Will not file 2006 tax \_\_\_\_\_

**PARENT(S) / STEP-PARENTS TAX INFORMATION:**

2006 taxes filed and attached \_\_\_\_\_  
 Worked but 2006 tax will not be filed \_\_\_\_\_ (W-2's required)  
 Will not file 2006 tax \_\_\_\_\_ (Confirmation may be required from IRS)

**OTHER UNTAXED INCOME RECEIVED:**

Disability \_\_\_\_\_  
 Workers Comp \_\_\_\_\_  
 Social Security \_\_\_\_\_  
 Other untaxed \_\_\_\_\_  
 (Report amounts in worksheets).

**PARENT'S MARITAL STATUS AS OF THIS DAY:**

Single \_\_\_ give date of this status: \_\_\_\_\_  
 Married \_\_\_ \_\_\_\_\_  
 Separated \_\_\_ \_\_\_\_\_  
 Divorced \_\_\_ \_\_\_\_\_  
 Widowed \_\_\_ \_\_\_\_\_

**SECTION B – HOUSEHOLD MEMBERS AND WHO WILL BE IN COLLEGE: Please follow instruction sheet**

| List members of household | Age | Relationship to Student | If this person will attend College half time or more in 2007-2008, list the name of the college |
|---------------------------|-----|-------------------------|---|
|                           |     | Student                 | University of West Georgia  |
|                           |     |                         |   |
|                           |     |                         |   |
|                           |     |                         |   |
|                           |     |                         |   |

**SECTION C - WORKSHEETS: Please follow instruction sheet**

**Worksheet A** (Report Annual Amount)

Answer each question, if amount is zero write in zero

|  | Parent(s) | Student  |
|--|-----------|----------|
| Earned income credit from IRS Form 1040-line 66a, 1040A – line 41a or 1040 EZ- 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, for all household members that were not taxed.  | \$ _____  | \$ _____ |

**PLEASE NOTE: You are not finished – you must continue and complete the back of this sheet and sign. —>**

Detach at the perforation and mail the Verification Form.

Student's name: \_\_\_\_\_ SS/UWG ID # \_\_\_\_\_

**SECTION C- WORKSHEETS: CONTINUED**

**Worksheet B (Report Annual Amounts)** **Answer each question, if amount is zero write in zero**

|  | Parent(s)    | Student  |
|--|--------------|----------|
| Payments to tax-deferred pension and savings plans reported on the W-2 Form in Boxes 12 a through 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 | \$ _____     | \$ _____ |
| <b>Child support you received for all children. (Don't include foster care or adoption payments)</b><br><b>List names of children:</b>                 | *** \$ _____ | \$ _____ |

\*\*\*You must explain below 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.  | \$ _____ | \$ _____ |
| Untaxed portions of pensions from IRS Form 1040-lines (16a minus 16b) or 1040A-lines (12a minus 2b). 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 <u>military, clergy and others</u> (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., workers compensation, untaxed portions of railroad retirement benefits, Black Lung Benefits, disability, combat pay not reported on the tax return, etc.)<br>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   | \$ _____ | \$ _____ |

**Worksheet C (Report Annual Amounts)** **Answer each question, if amount is zero write in zero**

|  |              |          |
|--|--------------|----------|
| Education credits (Hope and Lifetime Learning tax credits) from IRS Form 1040-line 50 or 1040A-line 31   | \$ _____     | \$ _____ |
| <b>Child support you paid 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. List names of children: ***</b>  | *** \$ _____ | \$ _____ |
| 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 parents') adjusted gross income. Includes AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships. | \$ _____     | \$ _____ |

**SECTION D – Signatures required**

**We have read and completed this verification worksheet based on the instruction sheet and certify that all of the information provided on this form is accurate.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

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