



18VERF
 Financial Aid Office
 Parker Hall
 Carrollton, Georgia 30118-4600

2017-2018 Verification Form

Student Name: _____ **UWG ID#** _____

The Department of Education has selected your application for verification review. The University of West Georgia will be comparing information from your Free Application for Federal Student Aid (FAFSA) with this worksheet and IRS data. Federal regulations authorize us to request and review this information before disbursing federal aid. If there are any differences between your FAFSA information and the documents, UWG will transmit any necessary corrections or updates.

ALL SECTIONS BELOW MUST BE COMPLETED.

SECTION A: HOUSEHOLD INFORMATION

1. Indicate your dependency status and complete the household chart. *You are considered dependent if you were required to provide parental information on your FAFSA.*

<input type="checkbox"/> Dependent Student: List the people in your parent’s household excluding foster children. Include: <ul style="list-style-type: none"> • Yourself (regardless of where you live) • The parent(s) (including their current spouse) • Siblings and any dependents IF your parent will provide more than half of their support from July 1, 2017 through June 30, 2018. 	<input type="checkbox"/> Independent Student: List the people in your household excluding foster children. Include: <ul style="list-style-type: none"> • Yourself (regardless of where you live) • Your spouse, <i>if you are married</i> • Dependent children • Other dependents IF they live in your household and you or your spouse will provide more than half of their support from July 1, 2017 through June 30, 2018.
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- Include all members of your household, their date of birth, and relationship to you.
- If anyone listed will be enrolled at least half-time in a degree or certificate program between July 1, 2017 and June 30, 2018, please include the name of the college they will be attending.

	<u>FULL LEGAL NAME</u> (as shown on SS card)	Date of Birth	Relationship (to student)	Name of College
1			Self/Student	University of West Georgia
2				
3				
4				
5				
6				
7				
8				
9				
10				

If additional space is needed, continue this table on a separate page with the student’s name and UWG ID# at the top.



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SECTION B: INCOME INFORMATION

STUDENT:

Check only one of the boxes below, then...	Submit the following document(s)
<input type="checkbox"/> I filed a 2015 IRS Income Tax Return	Submit your 2015 IRS Tax Return Transcript – see attached instructions (page 3)
<input type="checkbox"/> I worked but am not required to and did not file a 2015 Federal Income Tax Return	2015 W2 Form(s) or other earnings statement from your employer(s). If you have misplaced your W2(s), you may request a duplicate copy from your employer.
<input type="checkbox"/> I did not work and was not required to file a 2015 Federal Income Tax Return	You <i>may</i> also be required to complete a Household Expenses Worksheet.

PARENT/SPOUSE:

Check <u>only one</u> of the boxes below, then...	Submit the following document(s)
<input type="checkbox"/> I filed a 2015 IRS Income Tax Return	Submit your 2015 IRS Tax Return Transcript – see attached instructions (page 3)
<input type="checkbox"/> I worked but am not required to and did not file a 2015 Federal Income Tax Return	2015 W2 Form(s) or other earnings statement from your employer(s). If you have misplaced your W2(s), you may request a duplicate copy from your employer.
<input type="checkbox"/> I did not work and was not required to file a 2015 Federal Income Tax Return	You <i>may</i> also be required to complete a Household Expenses Worksheet.

SECTION C: SIGNATURES

By signing this form, you agree to provide additional information to verify the accuracy of your information on the FAFSA if needed. This information may include U.S. or state income tax transcripts that you filed. If you purposely give false or misleading information, you may be fined, sent to prison, or both.

ELECTRONICALLY GENERATED SIGNATURES CAN NOT BE ACCEPTED.

Student Signature: _____ **Date:** _____

Parent Signature (if dependent): _____ **Date:** _____

(Must be signed by parent whose information is provided on the FAFSA)

Please allow 24-48 hours for documents to be posted on Banweb and/or to confirm receipt.

INFORMATIONAL PURPOSES ONLY – DO NOT SUBMIT THIS PAGE

Instructions for Requesting Tax Documents from IRS

IRS Data Retrieval Tool

OPTION CURRENTLY UNAVAILABLE

- ~~1. Log in to your FAFSA at www.fafsa.gov~~
- ~~2. Select “Make Corrections”~~
- ~~3. Click on the “Financial” tab~~
- ~~4. Select that you (or your parents) have “Already Completed” taxes~~
- ~~5. Click the “View Options to Link to the IRS”~~
- ~~6. Click “Link to IRS”~~
- ~~7. Select “OK” at the prompts~~
- ~~8. Complete by entering all information *exactly* as it appears on your tax return~~
- ~~9. Click “Submit”~~
- ~~10. Review the information for accuracy, then check the box next to “Transfer my Tax Information”~~
- ~~11. Click “Transfer Now”~~
- ~~12. Go to the end of your FAFSA and sign with your FSA ID~~
- ~~13. Click “Submit”~~

IRS Tax Return Transcript

1. Go online to www.irs.gov
2. Under the “Tools” selection, select “Get a tax transcript”
3. Select “Get Transcript Online” to request a PDF copy of your Tax Return Transcript
 - a. If you are unable to use “Get Transcript Online”, select “Get Transcript by Mail” to have your Tax Return Transcript mailed to you. Please note this option takes 5-10 business days to be mailed.
4. Follow the prompts given to register a username
5. Once registered, be sure to request your Tax Return Transcript.
6. If you experience issues, you can call the IRS at 1-800-829-1040.

Wage and Income Transcript

Update 04/24/2017: This document is no longer required. You may submit a copy of ALL 2015 W2s to satisfy this requirement.

Verification of Non-Filing Letter

Update 04/24/2017: This document is no longer being required by the Department of Education. You may submit a signed statement verifying that you did not file taxes and were not required to file taxes for 2015 to satisfy this requirement. You may provide this on the following form: <https://www.westga.edu/student-services/financialaid/assets-financialaid/docs/1718FA-Statement.pdf>