



2018-2019 Verification Worksheet

**** Please complete in black or blue ink only! ****

Your 2018–2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you do not comply with verification, you forfeit student aid eligibility. Submit all documents within 14 days of receipt of the verification notice. The deadline to submit verification is 30 days after your last date of enrollment. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

**Fall Semester
June 18, 2018**

**Priority Dates
Spring Semester
October 22, 2018**

**Summer Semester
April 08, 2019**

The Priority date is the date that the Financial Aid Office will guarantee review of your verification documentation before the semester's payment deadline. **IMPORTANT: If you submit the required documentation after the scheduled semester priority date, please be prepared to pay your tuition, fees, books and supplies. Once your verification process is completed, you may be reimbursed any eligible financial aid.**

A. Student's Information

<hr/>			<hr/>
Student's Last Name	First Name	MI	H HGTC ID
<hr/>			<hr/>
Student's Address (including apt #)			Student's Date of Birth
<hr/>			<hr/>
City	State	Zip Code	E-mail
<hr/>			<hr/>
Student's Home Phone (include area code)			Cell Phone (include area code)

B. Student's Family Information

INDEPENDENT STUDENTS: List the people that you (and your spouse) will support between July 1, 2018 and June 30, 2019. Include yourself, your spouse, and your dependent children. Include other people only if they now live with you and you provide more than half their support and will continue to provide more than half their support from July 1, 2018 – June 30, 2019.

DEPENDENT STUDENTS: List the people that your **parents will support** between July 1, 2018 and June 30, 2019. Include yourself, your parent(s) (including stepparent) even if you don't live with your parent(s), and your parent(s)' other children if (a) your parent(s) provide more than half of their support from July 1, 2018 – June 30, 2019 or (b) the children would be required to provide parental information if they were completing a 2018-19 FAFSA. Include other people only if they now live with your parent(s) and your parent(s) provide more than half their support and will continue to provide more than half their support through June 30, 2019.

Include the name of the college for any household member, excluding your parents, who will be attending college at least half-time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2018, and June 30, 2019. *If you need more space, attach a separate page that includes your name and HGTC ID Number at the top.*

Full Name	Age	Relationship	College or University
Missy Jones (example)	18	Sister	Central University
		Self	HGTC

C. Student's Income Information to Be Verified (and spouse, if married)

TAX RETURN FILERS

Instructions: Complete this section if you, the student (and, if married, your spouse), filed or will file a 2016 income tax return with the IRS.

The best way to verify income is by using the IRS Data Retrieval Tool that is part of 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. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into your FAFSA. It takes up to three weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.

Important Note: If you (or your spouse, if married) filed, or will file, an amended 2016 IRS tax return, you must contact your financial aid administrator before completing this section.

Check the box that applies:

☐ I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's) 2016 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. HGTC will use the IRS information that was transferred in the verification process.

☐ I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school **2016 IRS tax return transcript(s)**—not photocopies of the income tax return.
To obtain an IRS tax return transcript, go online to www.irs.gov and by mail click on the "Get Transcript of Your Tax Records", Choose "Get Transcript by Mail".. Get Transcript screen: Answer questions regarding need, and year, Click "Continue" and be sure to request a RETURN TRANSCRIPT. Transcript should arrive in 5-10 business days to the address the IRS has on file for you.
YOU WILL NEED: Your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when your 2016 IRS tax return was filed). If you are married and you and your spouse filed separate 2016 tax returns, you must submit tax return transcripts for both you and your spouse.

TAX RETURN NONFILERS

Instructions: Complete this section if you, the student (and, if married, your spouse), will not file and are not required to file a 2016 income tax return with the IRS.

Check the box that applies:

☐ The student (and, if married, the student's spouse) was not employed and had no income earned from work in 2016.

☐ The student (and/or the student's spouse if married) was employed in 2016 and has listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is attached. Attach copies of all 2016 W-2 forms issued to you (and, if married, to your spouse) by employers. *List every employer even if the employer did not issue an IRS W-2 form. If you need more space, attach a separate page that includes your name and HGTC ID Number at the top.*

Employer's Name	2016 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00	Yes

D. Parent's Income Information to Be Verified (for Dependent Students)

Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

TAX RETURN FILERS

Instructions: Complete this section if the student's parent(s) filed or will file a 2016 income tax return with the IRS.

The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student's parent(s) has not already used the tool, the parent and the student should go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into the student's FAFSA. It takes up to three weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about whether or how to use the IRS Data Retrieval Tool see the student's financial aid administrator.

Important Note: If the student's parent(s), filed or will file, an amended 2016 IRS tax return the student's financial aid administrator must be contacted before completing this section.

Check the box that applies:

- ☐ The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2016 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information transferred into the student's FAFSA to complete the verification process.*
- ☐ The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's **2016 IRS tax return transcript(s)**—not photocopies of the income tax return. *To obtain an IRS tax return transcript go online to www.irs.gov and by mail click on the "Get Transcript of Your Tax Records", Choose "Get Transcript by Mail". Get Transcript screen: Answer questions regarding need, and year, Click "Continue" and be sure to request a RETURN TRANSCRIPT. Transcript should arrive in 5-10 business days to the address the IRS has on file for you.*
YOU WILL NEED: Your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when your 2016 IRS tax return was filed). If the parents are married and filed separate 2016 tax returns, you must submit tax return transcripts for each parent.

TAX RETURN NONFILERS

Instructions: Complete this section if the student's parent(s) will not file and is not required to file a 2016 income tax return with the IRS.

Check the box that applies:

- ☐ The parent(s) was not employed and had no income earned from work in 2016.
- ☐ The parent(s) was employed in 2016 and has listed below the names of all the parent's employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is attached. Attach copies of all 2016 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form. If you need more space, attach a separate page that includes your name and HGTC ID Number at the top.*

Employer's Name	2016 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

E. Certification and Signature

I (We) certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse's signature is optional. **If the student is dependent, one of the parents must sign below.**

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.

Student's Signature

Date

Parent's Signature (*Required for Dependent Student*)

Date

*Submit this worksheet to:
Horry-Georgetown Technical College
Financial Aid Office
PO Box 261966, Conway, SC 29528- 6066
1-855-544-HGTC (4482) Fax (843) 347-2962*