



GHC ID Number							

PLEASE RESPOND WITHIN 10 DAYS OF THIS REQUEST

VERIFICATION WORKSHEET

2011 - 2012

Your 2011 - 2012 Free Application for Federal Student Aid (FAFSA) was randomly selected for review in a process called "verification". Information from your FAFSA will be compared with signed copies of your (and if married, your spouse's) 2010 Federal tax forms, and/or with other financial documents. The law states we have the right to ask you for this information before awarding Federal aid. If there are differences between your FAFSA information and your financial documents, our office may need to send in corrections electronically.

CHECKLIST

This checklist is to assist you with the "verification" process and in the submittal of the required documentation. After these documents are initially reviewed, further documentation may be required.

STEP 1 Check off each item below that is listed as a verification requirement on your Score account.

- Student Verification Worksheet Form (dependent)
- Parent 2010 Federal Income Tax Return (form 1040 /1040A /1040EZ) do **NOT** submit State income tax forms
- Student 2010 Federal Income Tax Return (form 1040 /1040A /1040EZ) do **NOT** submit State income tax forms
- Parent's Low Income Verification Worksheet (if applicable)
- Other: _____

STEP 2 Read all forms in their entirety and complete as directed. For all forms:

1. Do **NOT** leave any blanks. (If the answer is Zero, write \$0)
2. All forms must have required signatures.
3. Incomplete forms will be returned.

STEP 3 BEFORE submitting forms:

1. ID Number must be on all documents.
2. Retain copies of all documents to be submitted for your record. The office can not return documents or provide copies at a later date.

STEP 4 Submit **ALL** required documents checked on **STEP 1** together to the Office of Student Financial Aid via fax, mail, or in person at the attending campus.

Floyd Campus
3175 Cedartown Hwy
Rome, GA 30161
F: 706.295.6731

Douglasville Campus
5901 Stewart Parkway
Douglasville, GA 30135
F: 678.872.4235

Marietta Campus
1100 S. Marietta Pkwy
Marietta, GA 30060
F: 678.915.5014

Cartersville Campus
5441 Highway 20 NE
Cartersville, GA 30121
F: 678.872.8013

Paulding Campus
25 Courthouse Square
Dallas, GA 30132
F: 678.946.1025

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VERIFICATION WORKSHEET

Student's Last Name	First	MI	Date of Birth									
					-			-	1	9		
Phone Number												
Home () ()						Cell () ()						
Address												
Street										Apt/Suite No.		
City				State					Zip Code			

TAX FORMS AND INCOME INFORMATION

This section must be completed by: Student and Parent(s)

Student's Income Information	
<input type="checkbox"/>	<u>Check here if you were UNEMPLOYED for the entire year of 2010 and will not file a tax return.</u>
<input type="checkbox"/>	<u>Check here if you filed a 2010 tax return.</u> Attach a signed copy of your 2010 Federal tax return. Tax returns include 2010 IRS form 1040, 1040A, 10404EZ, 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 request a tax return transcript from the Internal Revenue Service at 1 – 800 – 829 – 1040.
<input type="checkbox"/>	<u>Check here if you were employed in 2010, but will not file and are not required to file a U.S. income tax return.</u> Please list below employer(s) and any income earned in 2010 (use your W-2 form or other earnings statement if available).
Employer	Amount of Earnings
Employer	Amount of Earnings
Employer	Amount of Earnings

Parent's Income Information	
<input type="checkbox"/>	<u>Check here if you were UNEMPLOYED for the entire year of 2010 and will not file a tax return.</u>
<input type="checkbox"/>	<u>Check here if you filed a 2010 tax return.</u> Attach a signed copy of your 2010 Federal tax return. Tax returns include 2010 IRS form 1040, 1040A, 10404EZ, 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 request a tax return transcript from the Internal Revenue Service at 1 – 800 – 829 – 1040.
<input type="checkbox"/>	<u>Check here if you were employed in 2010, but will not file and are not required to file a U.S. income tax return.</u> Please list below employer(s) and any income earned in 2010 (use your W-2 form or other earnings statement if available).
Employer	Amount of Earnings
Employer	Amount of Earnings
Employer	Amount of Earnings

As of the date you filed your FAFSA was either of your parents a dislocated worker? YES NO

In 2009 or 2010, did you, your parents, or anyone in your parents' household receive benefits from any of the federal benefit programs listed? Mark all the programs that apply.

- | | |
|---|--|
| <input type="checkbox"/> Supplemental Security Income (SSI) | <input type="checkbox"/> Free or Reduced Lunch |
| <input type="checkbox"/> Food Stamps | <input type="checkbox"/> WIC |
| <input type="checkbox"/> TANF | <input type="checkbox"/> None of these |

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List the TOTAL yearly amount received in 2010. If the answer is zero, write \$0 in the space provided; if any are left **BLANK** this form will be returned to you.

Student	Additional Financial Information	Parent(s)
\$ _____	Education credits (Hope and lifetime learning tax credits) from IRS form 1040 – line 49 or 1040A – line 31.	\$ _____
\$ _____	Child support you <u>paid</u> 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 Please list child/children's name(s): _____	\$ _____
\$ _____	Tax filers only: Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	\$ _____
\$ _____	Tax filers only: Student grant and scholarship aid reported to the IRS in your adjusted gross income. Includes AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships.	\$ _____
\$ _____	Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income. Do not enter untaxed combat pay reported on the W-2 in Box 12, Code Q.	\$ _____
Student	Untaxed Income	Parent(s)
\$ _____	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 Form in Boxes 12a -12d, codes D, E, F, G, H, and S.	\$ _____
\$ _____	Child support you <u>received</u> for all children. Don't include foster care or adoption payments.	\$ _____
\$ _____	Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits).	\$ _____
\$ _____	Veterans' non-educational benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$ _____
\$ _____	Other untaxed income not reported, such as workers' compensation, disability, etc. Also include the first-time homebuyer tax credit from IRS form 1040 – line 67 and the first \$2,400 of unemployment benefits received. Don't include: student aid, earned income credit, child tax credit, welfare payments, Social Security benefits, Workforce Investment Act educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$ _____
\$ _____	Money <u>received</u> , or paid on your behalf (e.g., bills), not reported elsewhere on this form.	\$ _____

WARNING
 Purposely giving false or misleading information may result in a fine, jail sentence or both.



OFFICE OF STUDENT FINANCIAL AID

VWSD
2011-2012

GHC ID Number							

**HOUSEHOLD SIZE & NUMBER IN COLLEGE VERIFICATION
2011-2012**

In the tables below please check the box that corresponds with your marital status on the day you signed the Free Application for Federal Student Aid (FAFSA).

STUDENT MARITAL STATUS		
<input type="checkbox"/> SINGLE	<input type="checkbox"/> DIVORCED	<input type="checkbox"/> MARRIED
<input type="checkbox"/> WIDOWED	<input type="checkbox"/> SEPARATED	<input type="checkbox"/> REMARRIED
<p>If your marital status has changed since your original application, give the date of change and briefly explain the reason:</p> <hr/> <hr/>		

PARENT MARITAL STATUS (Dependent Only)	
IF YOU ARE...	THEN...
<input type="checkbox"/> MARRIED (both are living and married to each other)	Complete the form using both of your parents' information.
<input type="checkbox"/> REMARRIED	Complete the form using your parent's and your stepparent's information.
<input type="checkbox"/> DIVORCED <input type="checkbox"/> SEPARATED	Complete this form using only the parent you lived with and who provided the most support in the last 12 months. If you did not live with one parent more than the other in the past 12 months, answer in terms of the parent who provided you the most financial support during that time.
<input type="checkbox"/> SINGLE <input type="checkbox"/> WIDOWED	Complete this form using only the surviving parent – do not include information about the deceased or absent parent.
<input type="checkbox"/> GRANDPARENT OR GUARDIAN	You CANNOT respond as the parent. Please contact our office.
<p>If your marital status has changed since your original application, give the date of change and briefly explain the reason:</p> <hr/> <hr/>	

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Read the instructions below and complete the chart according to your dependency status. List the names, social security numbers and ages of all the people supported between July 1, 2011 and June 30, 2012 Support includes money, gifts, loans, housing, food, clothes, car, medical/dental, payment of college costs, etc. If they will attend college at least half-time per semester between July 1, 2011 and June 30, 2012, write the name of the college. Social Security numbers will be used to verify enrollment. **Do not list colleges for parents. Do not include foster children in household.**

INDEPENDENT STUDENTS: Include yourself and your spouse. Include your children and others if they meet the following criteria:

- They now live with you, and
- They now get more than half of their support from you, and
- They will continue to get this support between July 1, 2011 and June 30, 2012.

DEPENDENT STUDENTS: Include your parents and yourself. Include parents' children and others if they meet the following criteria:

- They now live with your parents, and
- They now get more than half of their support from your parents, and
- They will continue to get this support, between July 1, 2011 and June 30, 2012.

NOTE: If child support paid has already been reported on your FAFSA or on previously submitted documents, do NOT include children that child support was paid on behalf of in the household chart below.

NAME	SOCIAL SECURITY NUMBER	AGE	RELATIONSHIP	COLLEGE/ POST-SECONDARY SCHOOL
<i>Jane Doe (example)</i>	<i>XXX-XX-0000</i>	<i>31</i>	<i>Spouse</i>	<i>N/A</i>
			SELF	Georgia Highlands College

CERTIFICATION STATEMENT

"I certify that this information is true and correct to the best of my knowledge. Additionally, I understand that I am responsible for returning all student financial aid monies received due to inaccurate, false or misleading information provided on this form and or/any other documents submitted, including tax returns and W-2s."

Student signature Date

Spouse signature (required if student is married) Date

Parent signature (required for dependent student) Date

FAILURE TO COMPLETE THIS FORM AS DIRECTED WILL RESULT IN THIS FORM BEING RETURNED TO YOU.

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Rome, GA 30161
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