

***finaid@southernregional.edu***

**OFFICE OF FINANCIAL AID**

Your 2016–2017 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations require that we collect certain information from you and your parents before awarding Federal Student Aid. If there are differences between your application information and your documentation, we will submit an electronic correction on your behalf to update your FAFSA. **You and your parent(s) must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Financial Aid Office for processing. NOTE: We may request additional information at any time during the verification process or if you make changes to your FAFSA in the future.**

Please submit this worksheet and any requested documentation to the Financial Aid Office at either the Moultrie, Thomasville, or Tifton campuses. You may provide this information to us in person, by mail, or by fax. Mailing addresses and fax numbers for each campus are listed on the back of this form.

**PLEASE NOTE: The verification process may take two to three weeks once all required documentation and signatures have been received by the Financial Aid Office.** If you have questions regarding this form or the verification process, please contact the Financial Aid Office at [finaid@southernregional.edu](mailto:finaid@southernregional.edu) or call one of our offices. Phone numbers are listed on the back of this form.

**A. Dependent Student's Information**

Student's Last Name	Student's First Name	Student's M.I.	Student ID# or SSN
Student's Street Address (include Apt. No.)			
City	State	Zip Code	Student's Date of Birth
Student's Email Address		Student's Phone Number	

**B. Family Information**

List below the people in your parents' household. Include:

- Yourself and your parent(s) (including a stepparent or both your parents living together but unmarried) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2016 through June 30, 2017, or if the other children would be required to provide parental information if they were completing a FAFSA for 2016–2017. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2017.

Include the name of the college for any household member, **excluding your parent(s)**, who will be enrolled, at least half time (6 credit hours or more) at a postsecondary educational institution any time between July 1, 2016 and June 30, 2017. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		Self		

**C. Student's Tax Information (Student: Check the box that applies)**

- I used the IRS Data Retrieval Tool to transfer my 2015 IRS tax return information onto my FAFSA.
- I did NOT use the IRS Data Retrieval Tool, and therefore my **2015 IRS Tax Return Transcript is attached.\*\***
- I did NOT use the IRS Data Retrieval Tool. **I will make a correction to my FAFSA and use the IRS Data Retrieval Tool\*.**
- I did NOT file taxes for 2015 and have included my income, if any, in Section E. **Please complete Section E below.**

**D. Parent(s) Tax Information (Parent: Check the box that applies)**

- My parent(s) used the IRS Data Retrieval Tool to transfer their 2015 IRS tax return information onto my FAFSA.
- My parent(s) did NOT use the IRS Data Retrieval Tool, and their **2015 IRS Tax Return Transcript is attached.\*\***
- My parent(s) did NOT use the IRS Data Retrieval Tool. **We will make a correction to my FAFSA and use the IRS Data Retrieval Tool to transfer my parents' IRS tax return information onto my FAFSA.\***
- My parent(s) did NOT file taxes for 2015 and have included their income, if any, in Section E. **Please complete Section E below.**

\*IRS Data Retrieval Tool—log into student's completed FAFSA, select "Make FAFSA Corrections", and navigate to the Financial Information section of the form. Follow the instructions for the IRS Data Retrieval Tool.

\*\* To obtain a 2015 IRS Tax Return Transcript go to www.IRS.gov and click on "Get Transcript for My Tax Records" link, or call 1-800-908-9946. Make sure you order the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript."

**E. Student and Parent(s) Income Information for Non-Tax Filers**

Complete this section ONLY if you, the student, OR your parent(s), will not file and are not required to file taxes for 2015.

- The student was NOT employed and had no income earned from work in 2015.
- The student was employed in 2015 and has listed all income earned in the chart below. List every employer even if the employer did not provide an IRS W-2 form. (Submit copies of all 2015 IRS W-2 and 1099 forms issued to you by an employer.)
- My parent(s) was NOT employed and had no income earned from work in 2015.
- My parent(s) was employed in 2015 and has listed all income earned in the chart below. List every employer even if the employer did not issue an IRS W-2 form. (Submit copies of all 2015 IRS W-2 and 1099 forms issued to you by an employer.)

**Non-Tax Filers (student and parents):** List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Student ID/Social Security Number at the top. You may be required to provide documentation from the IRS that indicates a 2015 IRS income tax return was not filed with the IRS.

Name of Person who Worked (Student or Parent)	Employer's Name	2015 Amount Earned for the year	IRS W-2 Attached?
Jane Doe (example)	Suzy's Auto Body Shop (example)	\$2,000.00 (example)	Yes (example)

**F. Untaxed Income**

Please provide the 2015 amount you and your parent(s) received from any of the following sources.

Income Source	STUDENT Amount Received in 2015	PARENT Amount Received in 2015
Untaxed Income		
Money Received or Paid on Your Behalf		

**G. Certification and Signatures**

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date this form.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Southern Regional Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges and is a unit of the Technical College System of Georgia. Southern Regional Technical College (SRTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). At SRTC, the Title IX Coordinator is Lisa Newton, SRTC-Moultrie-Veterans Parkway, Building A, (229) 217-4132, lnewton@southernregional.edu. The Section 504 Coordinator for SRTC is Dr. Jeanine Long, SRTC-Thomasville, Building A, (229) 227-2668, jlong@southernregional.edu.

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