

***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 spouse, if married) 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 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. 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. Student's Tax Information**

**Student:** *Check the box that applies*

- I used the **IRS Data Retrieval Tool** to transfer my 2015 tax return information onto my FAFSA.
- I did **NOT** use or was unable to 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 D. **Please complete Section D below.**

**C. Spouse's Tax Information**

**Spouse:** *Check the box that applies*

- My spouse **used the IRS Data Retrieval Tool** to transfer his/her 2015 tax return information onto my FAFSA.
- My Spouse did **NOT** use the IRS Data Retrieval Tool, and therefore his/her **2015 IRS Tax Return Transcript is attached.\*\***
- My spouse 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 the 2015 tax information onto my FAFSA (only available if you filed jointly).\***
- My spouse did **NOT** file taxes for 2015 and have included his/her income, if any, in Section D. **Please complete Section D 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](http://www.irs.gov) and click on the "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."

**D. Student and Spouse’s Income Information for Non-Tax Filers**

Complete this section **ONLY** if you, the student, **OR** your spouse, **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 or 1099 forms issued to you by an employer.)*
- My spouse was not employed and had no income earned from work in 2015.
- My spouse 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 or 1099 forms issued to you by an employer.)*

Name of Person who Worked (Student or Spouse)	Employer’s Name	2015 Amount Earned for the Year	IRS W-2 Attached?

**E. Untaxed Income**

Please provide the 2015 amount you and your spouse received from any of the following sources.

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

**F. Certification and Signatures**

Each person signing below certifies that all of the information reported is complete and correct. The student must sign and date this form.

\_\_\_\_\_  
**Student’s Signature** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Spouse’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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