



Office of Financial Aid
 3219 College Street
 Box 20523
 Savannah, Georgia 31404
 (912) 358-4162
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2013-2014
VERIFICATION WORKSHEET
(DEPENDENT)

Your application has been selected for review in a process called verification. In this process, Savannah State University will be comparing information from your Free Application for Federal Student Aid (FAFSA) with this worksheet and your IRS Data. Federal regulations require us to ask you for this information before disbursing federal aid. If there are differences between your FAFSA information and the documents you submit, corrections may need to be transmitted to the federal processor. **Financial aid will not be disbursed until the verification process is complete.**

Student's Last Name	First Name	M.I.	SSU Student ID#
Address (include apt. no.)			() Phone Number
City	State	Zip	

We highly encourage you (and your spouse or parents) to use the IRS Data Retrieval Tool on your FAFSA to transfer Federal tax information directly from the IRS to your FAFSA. If you choose not to use the IRS tool or if you are not eligible to use the IRS tool, you **MUST** submit an **IRS Federal Tax Return Transcript for 2012. (We cannot accept a copy of the 1040, 1040A, nor 1040EZ.)** To request a free Federal Tax Return Transcript, you may **1)** contact your local IRS Office (www.irs.gov/localcontacts), **2)** call 1-800-908-9946, or **3)** go to irs.gov to request your [Tax Return Transcript](#) online.

A. FAMILY INFORMATION

List the people in your parent(s)' household, excluding foster children.

Include:

- * Yourself, regardless of where you live
- * The parent(s)' whose income you reported on the FAFSA (including step-parent)
- * Your parent(s)' other children and other people, IF your parent(s) will provide more than half of their support from July 1, 2013 through June 30, 2014.

Write your name on **Line 1** then list the names of all members of your household. List each person's Date of Birth and their relationship to you. If anyone listed will be enrolled at least half-time in a degree or certificate program between July 1, 2013 and June 30, 2014, please include the name of the college they will be attending.

	Full Name	Date of Birth	Relationship to Student	Name of College
1			Self	Savannah State University
2				
3				
4				
5				

If more space is needed, continue this table on a separate page with the student's Name and SSU ID # at the top.

IRS Tax Return Transcript Request Process

Tax filers and Non Tax filers can request a transcript, free of charge, of their 2012 tax return from the IRS in one of three ways.

Online Request

- Available on the IRS Web site at www.irs.gov
- In the **Online Services** section of the homepage click “Order a Tax Return or Account Transcript”
- Click “Order a Transcript”
- Enter the tax filer’s Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. Generally this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Click “Continue”
- In the **Type of Transcript** field, select “Return Transcript” and in the **Tax Year** field, select, “2012”.
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days from the time the on-line request was successfully transmitted to the IRS.
- IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.

Telephone Request

- Available from the IRS by calling 1-800-908-9946
- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Select “**Option 2**” to request an IRS Tax Return Transcript and then enter “**2012**”.
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request, within 5 to 10 days from the time the IRS receives the request.
- IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.

Paper Request Form – IRS Form 4506T-EZ

- IRS Form 4506T-EZ should be used instead of IRS Form 4506-T because it is sufficient to request an IRS Tax Return Transcript.
- Download at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>
- Complete lines 1 – 4, following the instructions on page 2 of the form. Note that line 3 should be the most current address as filed with the IRS. It is the address where the IRS Tax Return Transcript will be sent. If the address has recently changed, include the address listed on the latest tax return filed on Line 4. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS.

Institutions are responsible for notifying aid applicants whether to list the institution as the third party to receive the Transcript or not. Some institutions may have difficulty matching a parent's incoming IRS Tax Return Transcript to the aid applicant, as the two names may be different.

- On line 6, enter "2012" to receive IRS tax information for the 2012 tax year that is required for the 2013-2014 FAFSA.
- The tax filers (or spouse if requesting information from a joint tax return) must sign and date the form and enter their telephone number. Only one signature is required to request a transcript for a joint return.
- Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or FAX number) provided on page 2 of Form 4506T-EZ.

Tax filers can expect to receive their transcript within 5 to 10 days from the time the IRS receives and processes their signed request. NOTE: Processing form 4506T-EZ means verifying/validating the information provided on the form. If any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.