



## 2016 - 2017 ACADEMIC YEAR

To: \_\_\_\_\_ EMPLID: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ From: \_\_\_\_\_

Please submit photocopies of the required documentation for calendar year 2015.

**DOCUMENTS MUST BE SUBMITTED AND ALL PROBLEMS WITH YOUR FAFSA MUST BE RESOLVED BEFORE YOUR LAST DATE OF ATTENDANCE AT CITY TECH. PHOTOCOPIES OF DOCUMENTS ARE FOR OFFICE FILES AND WILL NOT BE RETURNED.**

- Internal Revenue Service (IRS): CALL 1-800-908-9946 select “option 2” and then enter “2015” or go online @: [www.irs.gov](http://www.irs.gov); click “Get Transcript of Your Tax Records”; click “Get Transcript ONLINE”; or click “Get Transcript by MAIL”; choose “Return Transcript”; choose “2015” or by Mail: Complete IRS form 4506T-EZ; complete lines 1-4, line 5 gives you the option to have IRS mailed your transcript to the school; Line 6 enter “2015” (Must sign and date the form and enter your number) Then mail or fax the completed IRS form 4506T-EZ
- IRS Verification of non-filing letter for 2015  2015 IRS Tax Return Transcript or  IRS Data Retrieval & return within 3-5 days
  - IRS W-2 forms for 2015  IRS 1099 forms for year 2015
  - Signed 1040X Amended Tax Return filed with the IRS  1040X Stamped by IRS
  - Parent(s)  Student  Spouse
- Proof of Separation: *i.e. utility bills, phones, leases* for each parent and/or legal separation documents
- Documentation from the Agency that issues the Food Stamps-Supplemental Nutrition Assistance Program benefits received in 2014 or 2015 for all household members.
- Verification Worksheet (Form Enclosed)  Clarification of Marital Status Form
- Net worth of each property *at the time of signing FAFSA (value minus debt x % rented out)*
- Answer asset questions (41 – 43 student) (90 – 92 parent)  Sign & date attached correction worksheet (do not fill out)
- IRS Form 1099 and bank statement for each account *showing balance at the time of signing FAFSA (\_\_\_\_\_)*
- Income information seems to be low &/or incomplete: “Explanation of year 2015 income and expenses” (form enclosed) (provide a statement explaining 2015 support)
- ISIR form signed by student and/or parent (form enclosed “Original or Wet Signature only)
- Student claimed twice by parent and self/ Provide IRS Tax Return Transcripts and Signed 1040X/Amended filed with the IRS from you or parent (stamped 1040X amendment from IRS might be requested upon return)
- Complete parent Data information (Questions 59-79)  Social Security Card  Birth Certificate/Driver’s License
- Please provide all required signatures on the attached document
- National Student Loan Database System (NSLDS) issue
  - Social Security Card (*front only*) and Birth Certificate/Driver License/Passport/
- Mismatch Name  Proof of name change including social security card showing new name
- Proof of Eligible Non-Citizen status [original]
  - “Alien Registration Receipt Card” Form I-151 or “Permanent Resident Card” Form I-551 or “Arrival Departure Record” Form I-94. Stamped “Processed for I-551”
  - International Passport if it has the endorsement “Processed for I-551”
- Proof of Citizenship [original]
- Certificate of Naturalization or Citizenship or Birth Certificate (*INS edit only*) or Certification of Birth Abroad
  - U.S. Passport(except limited Passport)  U.S.Passport Card
- DD214 form or VA statement showing engagement in active duty in the Armed Forces and other-than dishonorable release, or a letter from the Veterans Administration Office stating that you are a Veteran and explaining why you are not in their database
- Proof of Selective Service Registration ([WWW.SSS.GOV](http://WWW.SSS.GOV))
- Certificate of Marriage  Current Loan Default Clearance Letter
- Copy of a court decision that you are or were in legal guardianship
- Proof that you were in foster care or a dependent or ward of the court.  Parent(s)’ Death Certificate(s)
- Your 2016-2017 PELL Student Aid Report (*Your DRN# is needed*), go on [www.FAFSA.gov](http://www.FAFSA.gov)
- Additional documents might be required upon return
- Other(s): \_\_\_\_\_