

Your 2016–2017 Free Application for Federal Student Aid (FAFSA) was selected for a process called verification. Regulations state that before awarding Federal Student Aid, we are required confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this worksheet and with any other required documents. **Your verification documents will not be reviewed until all requested items are received. You will not be eligible for financial aid funds until the verification has been reviewed and approved.** Below is a list of verification documents (some documents may not apply to you). Please check your Student Banner Account at <http://www.gtc-web.org> to determine which requested documents are needed.

Student's Last Name	First Name	Middle Initial	Student ID Number
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Requirement Checklist:

- Verification Worksheet
- 2015 IRS Tax Return Transcript (STAXE/PTAXE)
- W2s or Wage and Income Transcript(WAGES/PW2'S)
- Child Support Paid Worksheet(CHILD)
- SNAP Benefits Worksheet(SNAP)
- Amended Tax Worksheet and IRS Stamped 1040X forms (1040X)
- Statement of Identity and Educational Purpose (in person or notarized) (IDENST)
- Copy of government issued ID (DRIVE)
- High School Completion Form (HSCOMP)
- Non Filer Statement(PNTAXO/SNTAXO)
- Proof of Marital Status (MASTAT)

FOR OFFICE USE:

Please compare the verification packet to the requirements (RRAAREQ), initial/date, and stamp below:

Gwinnett Tech
Financial Aid Office
Fax: 678.226.6916
financialaidoffice@gwinnettech.edu

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1. To get a copy of the 2015 tax transcript, go to www.irs.gov/Individuals/Get-Transcript. Make sure to request the 2015 “**Tax Return Transcript**” and not the “Tax Account Transcript.” 1040, 1040A, and 1040EZ forms will not be accepted for verification.
2. If you worked, but did not file taxes in 2015, and you don’t have the W-2 forms, visit www.irs.gov/Individuals/Get-Transcript for instructions on how to obtain the “**Wage and Income Transcript.**”
3. Unsure about if you are required to file taxes? For more information on who is required to file taxes with the IRS, visit www.irs.gov/uac/Do-I-Need-to-File-a-Tax-Return%3F.
4. The Statement of Identity and Educational Purpose **must be completed in person**, at Gwinnett Tech. If you are unable to present the form on campus, print it from <http://www.gwinnettech.edu/enrollment/financial-aid/financial-aid-forms/>, have the form notarized, then return or mail all documents to the address below. You also need to attach a **valid** government issued ID. **This cannot be emailed or faxed.**
5. If you have submitted proof of your High School Completion to the Admissions Office, please make note of this information on the specific form.
6. Verification documents will not be reviewed until you have been accepted into a financial aid eligible program, and all requirements are satisfied. **Processing can take 4-6 weeks after all documents have been submitted.** If you have questions, please visit the One Stop, call 678.226.6677, or email the Financial Aid Office at financialaidoffice@gwinnettech.edu.