2012-2013 INSTRUCTIONS FOR FAFSA VERIFICATION

As indicated on your Student Aid Report (SAR), your FAFSA has been selected by the federal processing center for review in a process called verification. Verification must be completed by your college before financial aid eligibility can be determined. Failure to complete verification within 30 days *may* result in the loss or delay of financial aid funds.

The Fall term begins August 13, 2012. If you are enrolled or plan to enroll at BGTC for the Fall 2012, Spring 2013 or Summer 2013 terms, VERIFICATION must be completed before your financial aid eligibility can be determined.

Follow the instructions below and on the attached Verification Worksheet to complete Verification.

- Submit a ***completed and signed*** 2012-2013 Verification Worksheet,
  AND
- Submit your Financial Information to be Verified. If you filed a 2011 Federal Tax Return
  (1) transfer your (and your spouse or parents if their information was required on the FAFSA) IRS Tax Return data to your FAFSA using IRS Data Retrieval at www.FAFSA.gov,
  OR
  (2) submit your (and your spouse or parents if their information was required on the FAFSA) IRS Tax Return Transcript (and IRS Tax Account Transcript if a return was amended). You must obtain these required documents from the IRS—copies of the federal tax return are no longer sufficient. If you (or your parents if their information was required on the FAFSA) are separated or divorced, but filed a joint tax return, W-2s from all employers must also be submitted,
  OR
- If you did not file a 2011 Federal Tax Return, complete the "IF NO TAX RETURN WAS FILED" section of the Verification Worksheet and submit all W-2s received from employer(s).

Your 2012-2013 financial aid cannot be processed until you have submitted the required items for Verification to the financial aid office at BGTC (drop off, mail, fax or scan/email to the address below). Be sure to complete both pages of the Verification Worksheet**.** ***The Verification Worksheet must be signed and dated before Verification can be completed.***

Most financial aid information students need to know is available on the "Costs and Financial Aid" page of the BGTC website. Review the page from time to time and check your student email account regularly to keep aware of important financial aid information. Student email (@kctcs.edu) is the official channel of communication with the financial aid office.

After verification is submitted, you may check the status of your financial aid anytime at the *KCTCS Student Online Self Service* web site (PeopleSoft) at https://students.kctcs.edu/. If you will be receiving assistance from other sources not listed on your award screen (KEES, scholarships, BRADD/WIA, tuition assistance, etc.), please notify the financial aid office in writing or by email. If you need assistance accessing the website, call the BGTC helpdesk at 270-901-1026 or visit the helpdesk in the Library in Building C.

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Rick W. Wilson, Financial Aid Director
Gail Barbour, FA/Scholarships Coordinator
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Bowling Green Technical College
Office of Student Financial Aid
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2012-13 VERIFICATION WORKSHEET FOR FEDERAL STUDENT AID PROGRAMS

Bowling Green Technical College

Your 2012-2013 FAFSA was selected for review in a process called Verification. In this process, your school will be comparing information from your FAFSA with copies of your (and your spouse's if you are married, or your parent's if you are dependent) **2011 IRS Tax Return Transcript** (not your 1040) and/or W-2 forms and/or other required financial documents. Federal Regulations state the college has the right to ask you for this information before awarding federal aid. Complete this verification worksheet and submit it, along with other required documents, to the financial aid office as soon as possible to avoid a delay in processing your financial aid. If you need help, contact the financial aid office at your school. *Your school must review the requested information under the financial aid program rules (34 CFR, Part 668) and submit corrections if necessary.*

For Office Use Only:

Trans No. _____ IRS Req. _____

A. Student Information

Last Name _____ First Name _____ MI _____

Address (include apt. #) _____

City _____ State _____ Zip Code _____

Student ID Number _____

Social Security Number _____

Date of Birth _____

Phone Number (include area code) _____

B. Family Information

Write the names of all household members* in the section below. **LIST YOURSELF FIRST!** Also write the name of the college for any family member (other than your parent) who will be a college student at least half time between July 1, 2012 and June 30, 2013, and will be enrolled in a financial aid eligible program. If you need more space, attach a separate page.

******Independent Student***: List the people in **your household**. Include yourself, your spouse if you have one, and your children **if** you will provide more than half of their support from July 1, 2012 through June 30, 2013. Include other persons (non-family or extended family) **only** if they now live with you and will continue to live with you AND you provide more than half of their support and will continue to provide more than half of their support from July 1, 2012 through June 30, 2013.

******Dependent Student***: List the people in your **parent's household.** Include yourself, your parent/stepparent (even if you don't live with them), and your parent/stepparent's children who do live with them. Include parent/stepparent's other children who do not live with them **if** your parent/stepparent will provide more than half of their support from July 1, 2012 through June 30, 2013 or **if** the children would be required to give parental information when applying for federal student aid. List any other people (non-family or extended family) who now live in your parent/ step-parent's household **if** your parent/stepparent provides more than half of their support and will continue to provide more than half of their support from July 1, 2012 through June 30, 2013.

Full Name	Age	Relationship	College
(example) Missy Jones	*24*	*Self*	*City University*
		Self	*Bowling Green Technical College*

C. Income Information to Be Verified (see instructions)

IF TAX RETURN WAS FILED – Check all the boxes that apply:

PREFERRED METHOD *IRS Data Retrieval* was used by: ☐ Student (and spouse if joint return) / ☐ Parent (if dependent)

OR If you are unable to successfully transfer income to the FAFSA from the IRS, IRS Tax Return Transcript is attached for:
☐ Student / ☐ Parent (if dependent) / ☐ Spouse (if married filing separately)

OR If an amended tax return was filed, an IRS Tax Return Transcript **AND** IRS Tax Account Transcript is attached for:
☐ Student / ☐ Parent (if dependent) / ☐ Spouse (if married filing separately)

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IF NO TAX RETURN WAS FILED – Complete this section if the student (and spouse if married) and/or parent (if dependent) is not required to file a 2011 income tax return with the IRS. **Check all the boxes that apply:**

A Tax Return was **NOT** filed by: ☐ Student / ☐ Parent (if dependent) / ☐ Spouse (if married)

Income was earned by: ☐ Student / ☐ Parent (if dependent) / ☐ Spouse (if married)
In the space below, list every employer and the amount earned even if they did not issue a W-2 form. *Attach a separate sheet if more space is needed.* Attach copies of all 2011 W-2 forms issued for each person listed below.

Employee / Employer's Name	2011 Amount Earned	IRS W-2 Attached?
(example) John Smith / Suzy's Auto Body Shop	*$2000*	*Yes*

D. Other Information to Be Verified

Complete this section if you or anyone else listed as a household member in Section B received benefits from the Supplemental Nutrition Assistance Program (SNAP--formerly known as food stamps) any time during the 2010-2011 calendar years.

☐ **Check here** – At least one person listed in Section B of this worksheet received SNAP benefits in 2010 or 2011. If asked by my school, I will provide documentation of the receipt of SNAP benefits during 2010 or 2011.

Complete this section if you or anyone else listed as a household member in Section B paid child support in 2011.

☐ **Check here** – At least one person listed in Section B of this worksheet paid child support in 2011. Indicated below are the name of the person who paid child support, the name of the person to whom child support was paid, the name of the child for whom child support was paid, and the total amount of child support paid in 2011 for each child. If asked by my school, I will provide documentation (canceled checks or receipts) of the payment of child support.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support was Paid	Amount of Child Support Paid in 2011
(example) Marty Jones	*Chris Smith*	*Terry Jones*	*$6000*

E. Certification and Signatures

Each person signing this worksheet certifies that all information reported on it is complete and correct. If student is dependent, at least one parent must sign.

Your financial aid cannot be processed until the financial aid office receives the required Verification documents. Your school must review the requested information, under the financial aid program rules (34 CFR, Part 668), and submit corrections if necessary.

***Warning:* If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.**

_____ _____
Student's Signature Date Parent's Signature (Dependent Students Only) Date

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2012-2013 INSTRUCTIONS FOR VERIFICATION OF FINANCIAL INFORMATION
(If you filed a tax return)

PREFERRED METHOD—*IRS DATA RETRIEVAL*: The best way to verify income is by using the *IRS Data Retrieval* method that is part of the FAFSA on the Web. *IRS Data Retrieval* is available approximately two weeks after filing a federal tax return electronically or six to eight weeks after filing a paper federal tax return.

If you filed a tax return but did not transfer your tax data from the IRS when you submitted your FAFSA, go to www.fafsa.gov, log in to your 2012-2013 FAFSA, select "Make FAFSA Corrections," and navigate to the Financial Information section. Follow the instructions. If you are eligible to use *IRS Data Retrieval,* transfer your 2011 IRS income tax information into your FAFSA. **Do not make any changes to the transferred IRS data!**

If you need assistance with *IRS Data Retrieval*, visit the financial aid office.

If you successfully transfer tax information from the IRS and make no changes to the IRS data, no additional tax documents are necessary. Only the Verification Worksheet must be submitted to the financial aid office. If other documentation is necessary, the financial aid office will contact you.

IF YOU ARE UNABLE TO SUCCESSFULLY TRANSFER IRS DATA, you must obtain an IRS Tax Return Transcript for the student, spouse (if married and filed separately) and/or parent (if dependent) who was unable to successfully transfer IRS data*. Go to www.IRS.gov and click on the "Order a Return or Account Transcript" link or call **1-800-908-9946**. Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when you filed your 2011 IRS Federal Tax Return).

If you and your spouse (if married) or your parents (if dependent) filed separately, an IRS Tax Return Transcript for both must be submitted.

You may also request a tax transcript by mailing or faxing the paper Form 4506T-EZ, which can be printed from the IRS website.

Your IRS Tax Return Transcript(s) must be submitted to the financial aid office along with your Verification Worksheet.

IF YOU FILED AN AMENDED FEDERAL TAX RETURN, you cannot use the *IRS Data Retrieval* process. Instead, you must request an "IRS Tax Return Transcript" which contains the information on the original return, **AND** an "IRS Tax Account Transcript" which contains only the data that was altered.

Both documents must be submitted to the financial aid office along with your Verification Worksheet.

COPIES OF FEDERAL TAX RETURNS FOR 2011 ARE NOT ACCEPTABLE. YOUR VERIFICATION WILL BE DELAYED IF YOU DO NOT SUBMIT THE APPROPRIATE DOCUMENTS TO THE FINANCIAL AID OFFICE!

*If you successfully transfer IRS data for the student but not the parent, only the parent must submit the IRS Tax Return Transcript; or, if you successfully transfer IRS data for the parent but not the student, only the student must submit the IRS Tax Return Transcript.

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