

IMPORTANT: Required Documentation

1. Complete and sign the Verification Worksheet.
2. Submit completed worksheet and any other requested documents to Southeast Tech's financial aid office.

How to Receive IRS Tax Transcript

- Go to www.irs.gov/transcript (instructions included)
- Call 800.908.9946.

Southeast Tech must review the requested information, under Federal financial aid program rules (CFR Title 34, Part 668).

Failure to complete verification will delay your financial aid award.

A. Student Information

Date of Birth	Phone Number ()	Social Security/ID #		
First & Last Name	Address	City	State	Zip

B. Tax Information

Complete this section only if yourself and/or your spouse will not file and are not required to file a 2015 income tax return with the IRS. You must provide copies of 2015 IRS W-2 forms issued to the student and/or spouse by their employers for all income, if not required to file. Please check "Did Not Work" if you, your spouse, or both didn't work in 2015. Please check "Not Req to File" if you, spouse, or both **weren't** required to file a tax return in 2015.

(Please check below if applicable)

Employee's Name	Employer's Name	2015 Amount Earned	Did Not Work	Not Req to File

C. Family Information

List the people in your household; include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2016 through June 30, 2017, or if the child would be required to provide your information if they were completing a FAFSA for 2016–2017. Include children who meet either of these standards, even if they do not live with you. Do not include children that child support was paid during 2015.
- Other people if they now 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, 2016 through June 30, 2017.

Include the name of the college for any household member who will be enrolled at least half time, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2016 and June 30, 2017. If more space is needed, attach a separate page with your name and Social Security number at the top.

First & Last Name	Age	Relationship	Attending College in 2016–2017
		SELF	SOUTHEAST TECHNICAL INSTITUTE

D. SNAP Benefits

Check **one** below:

- You received SNAP (Food Stamps) in 2014 or 2015.
You must attach documentation from agency.
- You did not receive SNAP (Food Stamps) in 2014 or 2015.

E. Child Support

If you (or your spouse) **paid** child support during 2015, please fill out the chart below and attach documentation. **Children listed below can't be included in household size from page one:**

Amount of Child Support Paid Out in 2015	Who the Child Support was Paid to (First & Last Name)	Child's First & Last Name	Age

F. Certification and Signature

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

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student must sign and date this worksheet. If married, the spouse's signature is optional.

Student's Signature *Date*

Spouse's Signature (optional) *Date*

Submit this worksheet along with other required documents to the Southeast Technical Institute Financial Aid Office.