

# IMPORTANT DETAILS ON COMPLETING THIS DOCUMENT

1. **Students within our service area must submit documents to the Financial Aid Office in person.** Distance students may submit documents via student email to [financialaidoffice@abtech.edu](mailto:financialaidoffice@abtech.edu) or postal service, though we strongly recommend submitting them in person if possible. The Financial Aid Office is no longer able to accept documentation via fax. If you submit documents via email, with the understanding that email submissions are not a secure form of communication, complete and include an official Financial Aid Cover Sheet with your submission. The Cover Sheet can be found at [abtech.edu /Financial Aid /Forms & Resources](http://abtech.edu/FinancialAid/Forms&Resources). Documents that are submitted via email without the completed Cover Sheet will not be processed by the Financial Aid Office.
2. We strongly advise that you type your answers into the fillable fields for clarity.
3. If parent signature is required, parent must hand-sign the document. Digital signatures for parents are not allowed.
4. Do not use a mobile phone to complete this document. Doing so may result in lost data and inaccurate formatting.
5. You must save this document to your computer, or print it immediately, to prevent loss of the data you entered.
6. The fillable fields on this document may not work when opened in the Mozilla Firefox browser. We advise that you complete the form in Internet Explorer or Chrome instead.
7. You must use Adobe Reader to fill out this document across all operating systems and devices. Using the Preview app on Apple desktop, notebook, and iOS devices will result in lost data.

Your application was selected for review in a process called **Verification**. In this process, we will compare the information from your FAFSA application with the information provided on this form, and with any other required documents. By law, we have the right to ask you for this information before awarding federal aid. If there are differences between your FAFSA application and the documents you provide, we will submit corrections to the federal processor. We may require additional documentation if we have reason to believe that the information contained in this or any other form submitted to the Financial Aid Office is inaccurate.

**STUDENT INFORMATION**

Last Name	First Name	Student ID
Mailing Address	City/State/Zip	Date of Birth
Primary Telephone	Email Address	

**A. INSTRUCTIONS FOR TAX RETURN FILERS**

Complete this section if the student/spouse or parent(s) **filed** a 2017 IRS income tax return(s).

**The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) when completing your FAFSA. In most cases, no further documentation is needed to verify 2017 income data that was transferred into your FAFSA using the IRS DRT if that information was not changed.**

<p><b>Check the box that applies:</b></p> <p><input type="checkbox"/> The student/spouse <u>has used</u> the IRS DRT in <i>FAFSA on the Web</i> to transfer 2017 IRS income tax return information into the student's FAFSA.</p> <p><input type="checkbox"/> A <b>2017 IRS Tax Return Transcript(s)</b> is provided.</p> <p>If the student and spouse filed separate 2017 IRS income tax returns, <b>2017 IRS Tax Return Transcripts</b> must be provided for both.</p>	<p><b>Check the box that applies:</b></p> <p><input type="checkbox"/> The parent(s) <u>have used</u> the IRS DRT in <i>FAFSA on the Web</i> to transfer 2017 IRS income tax return information into the student's FAFSA.</p> <p><input type="checkbox"/> A <b>2017 IRS Tax Return Transcript(s)</b> is provided.</p> <p>If the parents filed separate 2017 IRS income tax returns, <b>2017 IRS Tax Return Transcripts</b> must be provided for both.</p>
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**CERTIFICATION: EVERYONE MUST SIGN**

Each person signing below certifies that all information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

**WARNING: If you purposely give false or misleading information you may be fined and/or sentenced to jail.**

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's ID

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (**Required for dependent students only**)

\_\_\_\_\_  
Date