

# Financial Aid Forms

The list below provides information and/or links to various documents, which may be requested in order to review your financial aid eligibility. The below documents will be submitted directly to the GC Financial Aid Office.

<b>Birth Certificate</b>	If a Birth Certificate is needed, students must submit these documents to the GC Financial Aid office by one of the following ways: <ul style="list-style-type: none"><li>- Mail to: <b>Georgia College Office of Financial Aid Campus Box 30, Milledgeville, GA 31061</b></li><li>- Deliver in person to the Financial Aid Office in 103 Parks Hall</li></ul>
<b>Social Security Card</b>	If a Social Security Card is needed, students must submit these documents to the GC Financial Aid office by one of the following ways: <ul style="list-style-type: none"><li>- Mail to: <b>Georgia College Office of Financial Aid Campus Box 30, Milledgeville, GA 31061</b></li><li>- Deliver in person to the Financial Aid Office in 103 Parks Hall</li></ul>
<b>FAFSA Signature Needed</b>	If the FAFSA signature is required, students and/or parents must log in to FAFSA at <a href="https://fafsa.ed.gov">fafsa.ed.gov</a> and sign in with their FSA ID and password to resubmit the FAFSA with a signature.
<b>Lawful Presence</b>	If Lawful Presence is required, students will need to submit a color copy of their current state issued ID or Driver's License. Students must submit these documents to the GC Financial Aid office by one of the following ways: <ul style="list-style-type: none"><li>- Email to <a href="mailto:financialaid@gcsu.edu">financialaid@gcsu.edu</a></li><li>- Fax to 478-445-0729</li><li>- Mail to: <b>Georgia College Office of Financial Aid Campus Box 30, Milledgeville, GA 31061</b></li><li>- Deliver in person to the Financial Aid Office in 103 Parks</li></ul> Most students satisfy this requirement during the Admissions Process.

The list below provides information and/or links to various documents, which may be requested in order to review your financial aid eligibility. Most of these documents are required for a process called Verification. To upload and submit the below documents, please login to [gcsu.verifymyfafsa.com](https://gcsu.verifymyfafsa.com).

<p><b>Verification of Non-Filing Letter</b></p>	<p>If a dependent student's parents or an independent student and/or spouse were not required to file an IRS Tax Return for the specified year or earn income for that year, they must submit a Verification of Non-Filing Letter or similar documentation from the IRS</p> <p><b>Method of Request</b></p> <ul style="list-style-type: none"> <li>• IRS Form 4506-T (Download at <a href="http://www.irs.gov">www.irs.gov</a>)</li> <li>• IRS Tax Return Transcript (Online at <a href="http://www.irs.gov">www.irs.gov</a>)</li> </ul> <p><b>Acceptable Documentation</b></p> <ul style="list-style-type: none"> <li>• IRS Verification of Non-Filing Letter or IRS Form 13873 that specifies the individual has no record of a tax return filed. A Tax Return Transcript will include a message such as "no record of return filed or "no transcript on file".</li> </ul>
<p><b>IRS Tax Return Transcript</b></p>	<p>If a Tax Return Transcript is required, follow these instructions to request this document from the IRS. (We cannot accept a copy of the tax return).</p> <p>The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, go to <a href="http://fafsa.ed.gov">fafsa.ed.gov</a>, log in to the student's FAFSA, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to use the IRS Data Retrieval Tool to transfer IRS income tax information. If you are unable to use the Data Retrieval Tool, you can request the Tax Return Transcript in the following ways.</p> <ul style="list-style-type: none"> <li>• <b>Transcript by MAIL:</b> Go to <a href="http://www.irs.gov">www.irs.gov</a>, click "Get My Tax Record." Click "Get Transcript by MAIL." Enter personal information and continue. Make sure to request the "Return Transcript" and <b>NOT</b> the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.</li> <li>• <b>Transcript ONLINE:</b> Go to <a href="http://www.irs.gov">www.irs.gov</a>, click "Get My Tax Record." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and <b>NOT</b> the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.</li> <li>• <b>Automated Telephone Request:</b> 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.</li> <li>• <b>Paper Request Form:</b> IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.</li> </ul>