



2008 - 2009 REQUEST FOR ADDITIONAL DOCUMENTS

Students Name: _____

Students ID#: _____

We have received your application for student aid for the 2008-2009 academic year. In order to continue processing your financial aid, we need the following indicated item(s) to be completed and returned to the Financial Aid Office as soon as possible.

_____ Sign/Submit a copy of the ___ Parent ___ Student ___ Spouse Federal Tax Return

_____ Copy of ___ student, ___ spouse, ___ father, ___ mother W2(s)
Wages earned = \$_____. We have W2's totaling \$_____. We are missing \$_____.

_____ Copy of Social Security Card

_____ Complete the highlighted areas on the enclosed form(s).

_____ DD-214

_____ Copy of Birth Certificate

_____ Social Security year end statement

_____ Submit a RTFTP printout or Letter 8050C from the IRS to accompany your Electronic Form.

_____ Submit all supporting schedules for ___ Parent ___ Student ___ Spouse tax return.
Schedule ___ A ___ B ___ C ___ D ___ E ___ F

_____ Other _____

We **cannot** finish processing your file until the item(s) is/are returned.

Blue Ridge Community and Technical College

Office of Student Financial Aid

400 W. Stephen St.

Martinsburg, WV 25401

304/260-4380 Fax 304/260-4376

www.blueridgectc.edu/financial_aid

2008-2009 REQUEST FOR ADDITIONAL INFORMATION

Student Name: _____ Student ID#: _____

We have received your application for student aid for the 2008-2009 academic year. In order to continue processing your financial aid, we need the indicated item(s) to be completed and returned to the Financial Aid Office as soon as possible. We **cannot** process your file until the item(s) is/are returned. **SIGN** this form and **return** with the requested information to the Financial Aid Office within **7 working days**.

_____ You have indicated the amount of \$ _____ as untaxed income on your FAFSA under the Worksheet _____ section. Please verify the amount and source below.

\$ _____

\$ _____

_____ You have indicated the amount of \$ _____ as FWS, Grants, Scholarships, Child Support Paid, or Education Credits. Please verify the amount and source below.

\$ _____

\$ _____

_____ Indicate the amount you or your parent(s) **PAID** for child support in 2007 \$ _____

_____ Indicate the amount you or your parent(s) **RECEIVED** for child support in 2007 \$ _____

_____ Indicate the amount received for Social Security Benefits in 2007 and the person receiving the benefit(s).

\$ _____

\$ _____

_____ Complete the following asset information (if answer is \$0 please indicate in the space for amount; **debt should not exceed value**):

		PARENT		STUDENT
Cash/Savings/Checking		\$ _____		\$ _____
Real Estate & Investments (Not including Home)	NET WORTH	\$ _____	NET WORTH	\$ _____
Business	NET WORTH	\$ _____	NET WORTH	\$ _____
Investment/Farm	NET WORTH	\$ _____	NET WORTH	\$ _____

Student Signature Date

Spouse Signature (optional) Date

Parent Signature Date

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