2023-2024
Dependent Verification Worksheet
Tracking Group 5

Your 2023-2024 FAFSA was selected to be reviewed for verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information we will compare your FAFSA with the information on this worksheet along with any other required documents. If there are differences, your FAFSA information may need to be corrected by the Office of Financial Aid.

You and at least one parent must complete and sign this worksheet, attach any required documents, and submit them to the Manhattan Tech Office of Financial Aid. If you have questions about verification, feel free to contact us. We encourage you to complete this verification as soon as possible, so that your aid will not be delayed.

Student Information

_____   _____ _____
Last Name   First Name   M.I.   Social Security Number   Date of Birth

_____   (_____)_____
Address   Phone number

_____
City   State   Zip Code

Dependent Student's Family Information

List the people that your parent(s) will support between July 1, 2023 and June 30, 2024. **Include:**
- *yourself (even if you don't live w/ your parents)*
- *your parent(s) (including stepparent) even if the student doesn't live with the parents*
- *your parent's dependent children (if your parent(s) provide more than half of their support or would be required to give parental information when applying for Federal Student Aid)*

Include other people as part of the family only if:
- *they lived with your parent(s) and got more than half their support from your parent(s) at the time you completed your student aid application*

        *AND

- *they will continue to get more than half their support from July 1, 2023 through June 30, 2024.*

Write the names of all family members, including you, who meet the criteria listed above. *Will anyone in your family 1) be degree-seeking and enrolled in more than 6 credit hours between July 1, 2023 and June 30, 2024 If so, mark "yes" in the appropriate column.*

Full Name	Age	Relationship to Student	College Student (Yes or No)	Institution Name
		self		

Note: We may require additional documentation on this information.

Student Name _____   Student Social Security Number _____

Dependent Student's Income Information to Be Verified

A - Did the Student file a 2021 Tax Return?
  - *If 'No' then skip to section B*

Instructions: Complete this section if the student filed 2021 income tax return with the IRS.
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 FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections, "and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax information into the student's FAFSA.

Check only the box that applies:

☐   *The student <u>has used</u> the IRS Data Retrieval Tool.*

☐   *The student <u>is unable OR chooses not to use</u> the IRS Data Retrieval Tool.*
**Student will need to submit to the school an official 2021 IRS tax return transcript. To obtain an IRS tax return transcript, go to <u>www.irs.gov</u> , click on the "Get your tax record" link and follow directions to order, or call 1.800.908.9946. Make sure to request the "IRS <u>tax return</u> transcript". You will need your Social Security Number, date of birth, and the address on file with the IRS. Per 2023-2024 rules, a student may instead submit a SIGNED copy of their 2021 tax return. <u>*Please note that verification cannot be completed until the IRS tax return transcript or signed return has been submitted.</u>

B - The Student did not file a 2021 Tax Return:
  -skip this section if you filed a tax return

**IRS Verification of Non-filing letter required if you did not file taxes.
Instructions: *To obtain official IRS documentation, go to <u>www.irs.gov</u> and click on the "Get your tax record" link and use the "Get Transcript Online" option, or send in IRS Form 4506-T, this form cannot be requested by phone.*

Check only the box that applies:

☐   *The student was not employed and had no income earned from work in 2021.*

☐   *The student was employed in 2021.*
**Please complete the following table with info regarding the student's 2021 income and provide a copy of W-2 from each employer.

Name of Employer	**2021 Earning Amount**	**W-2 attached** (yes or no)

Student Name _____   Student Social Security Number _____

Parent's Income Information to Be Verified

Note: If two parents were reported in Dependent Student's Family Information section of this worksheet, the instructions and certifications below apply to both parents. Notify the Office of Financial Aid if the parents filed separate IRS income tax returns for 2021 or had a change in marital status after December 31, 2021. This also applies to any step-parent in the household.

A - Did the Parent(s) file a 2021 Tax Return?
- ***If 'No' then skip to section B***

Instructions: Complete this section if the student's parents filed a 2021 income tax return with the IRS.
The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the parent has not already used the tool, go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections, "and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent is eligible to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax information into the student's FAFSA.

Check only the box that applies:

☐ *The parent(s) has used the IRS Data Retrieval Tool.*

☐ *The parent(s) is unable OR chooses not to use the IRS Data Retrieval Tool.*
**Parent(s) will need to submit to the school an official 2021 IRS tax return transcript. To obtain an IRS tax return transcript, 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". You will need your Social Security Number, date of birth, and the address on file with the IRS. Per 2023-2024 rules, parent(s) may instead submit a SIGNED copy of their 2021 tax return. *Please note that verification cannot be completed until the IRS tax return transcript or signed return has been submitted.

Tax Return Non-filers
Complete this section if the student's parent(s) will not file and is not required to file a 2021 income tax return with the IRS.
B - The Parent(s) did not file a 2021 Tax Return:
-skip this section if you filed a tax return

**IRS Verification of Non-filing letter required if you did not file taxes.
Instructions: *To obtain official IRS documentation, go to www.irs.gov and click on the "Get your tax record" link and using the "Get Transcript Online" option, or by sending in IRS Form 4506-T, this form cannot be requested by phone.*

Check only the box that applies:

☐ *Neither parent was employed and had no income earned from work in 2021.*

☐ *One or both parents were employed in 2021.*
**Please complete the following table with info regarding the parents' 2021 income and provide a copy of W-2 from each employer.

Name of Employer	2021 Earning Amount	W-2 attached (yes or no)	Parent's Name

Student Name _____ Student Social Security Number _____

Documentation of Student's Identity/Statement of Educational Purpose

In order to complete the Verification process, you will need to appear in person at your post-secondary institution and present your valid, unexpired government issued ID (such as a driver's license, military ID, passport, etc.) and this verification worksheet to a Financial Aid Administrator. <mark>*Your financial aid administrator will need to validate your ID and sign at the time of submission. Do NOT submit without speaking to the Office of Financial Aid!*</mark> ***If you cannot appear in person to submit this worksheet, you will need to provide a copy of your government issued ID and this worksheet notarized by a public notary.***

Statement of Educational Purpose

I certify that I _____ (print student's name) am the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Manhattan Area Technical College for 2023-2024.

_____   _____
Student's Signature and Date   Financial Aid Administrator Signature and Date

Notary's Certificate of Acknowledgement

State of _____ City/County of _____ on _____ ,before me,

_____ (Notary's Name) personally appeared, _____ (printed name of signor) and proved

to me on basis of satisfactory evidence of identification _____ (type of government-issued ID provided) to be

the above-named person who signed the foregoing instrument.

Witness my hand an official seal _____   _____
                                                          Notary Signature   Date commission expires

(Seal)

Certification and Signatures

By signing this worksheet, I/we certify that all the information reported on this worksheet to qualify for Federal Student Aid is complete and correct. The student and one parent are required to sign and date.

_____   _____
Student's Signature   Date

_____   _____
Parent's Signature   Date

Please return form to:
Manhattan Tech
Attn: Office of Financial Aid
3136 Dickens Avenue
Manhattan, KS 66503

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

For Office Use Only: _____ Date Received _____ Date Entered in PF _____ Date Sent to COD _____ Initials