



MANHATTAN AREA TECHNICAL COLLEGE

2018-2019 Dependent Verification Worksheet

Tracking Group 1

Your 2018-2019 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 our Financial Aid office.

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, 2018 and June 30, 2019. **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, 2018 through June 30, 2019.

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, 2018 and June 30, 2019? If so, mark "yes" in the appropriate.

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

Note: We may require additional documentation on this information.

Dependent Student's Income Information to Be Verified

A - Did the Student file a 2016 Tax Return?

- **If 'No' then skip to section B**

Instructions: Complete this section if the student filed a 2016 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 2016 IRS income tax information into the student's FAFSA.

Check the box that applies:

☐

The student has used the IRS Data Retrieval Tool.

☐

The student is unable OR chooses not to use the IRS Data Retrieval Tool.

****Student will need to submit to the school an official 2016 IRS tax return transcript. To obtain an IRS tax return transcript, go to www.irs.gov, 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 tax return transcript". You will need your Social Security Number, date of birth, and the address on file with the IRS.**

***Please note that verification cannot be completed until the IRS tax return transcript has been submitted.**

B - The Student did not file a 2016 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 use the "Get Transcript Online" option, or send in IRS Form 4506-T, this form cannot be requested by phone.

Check the box that applies:

☐

The student was not employed and had no income earned from work in 2016.

☐

The student was employed in 2016.

****Please complete the following table with info regarding the student's 2016 income and provide a copy of W-2 from each employer.**

Name of Employer	2016 Earning Amount	W-2 attached (yes or no)

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 2016 or had a change in marital status after December 31, 2016.

A - Did the Parent(s) file a 2016 Tax Return?

- **If 'No' then skip to section B**

Instructions: Complete this section if the student's parents filed a 2016 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 2016 IRS income tax information into the student's FAFSA.

Check 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 2016 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.**

***Please note that verification cannot be completed until the IRS tax return transcript has been submitted.**

Tax Return Nonfilers

Complete this section if the student's parent(s) will not file and is not required to file a 2016 income tax return with the IRS.

B - The Parent(s) did not file a 2016 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 use the "Get Transcript Online" option, or send in IRS Form 4506-T, this form cannot be requested by phone.

Check the box that applies:

☐

Neither parent was employed and had no income earned from work in 2016.

☐

One or both parents were employed in 2016.

****Please complete the following table with info regarding the parents' 2016 income and provide a copy of W-2 from each employer.**

Name of Employer	2016 Earning Amount	W-2 attached (yes or no)	Parent's Name

Student Name _____ Student Social Security Number _____

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 (handwritten signature required)

Date

Parent's Signature (handwritten signature required)

Date

Please return form to:
Manhattan Tech
Attn: Office of Financial Aid
3136 Dickens Avenue
Manhattan, KS 66503
OR: [Secure File Upload](#)

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