

2018-2019 Independent 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 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 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	

Independent Student's Family Information

List the people that you will support between July 1, 2018 and June 30, 2019. **Include:**

- yourself
- your spouse, if you are married
- your children, if any, if you will provide more than half of their support from July 1, 2018, through June 30, 2019, or if the child would be required to provide your information if they were completing a FAFSA for 2018-2019. Include children who meet either of these standards, even if they do not live with you.

Include other people as part of the family only if:

- they lived with you and got more than half their support from you at the time you completed your student aid application ***AND**
- they will continue to get more than half their support from you, 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
		<i>self</i>		

Note: We may require additional documentation on this information.

Independent Student's Income Information to Be Verified

Note: If a spouse was reported in the Independent Student's Family Information section of this worksheet, the instructions and certifications below apply to both the student and their spouse. Notify the Office of Financial Aid if the student and spouse filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016.

A - Did the Student file a 2016 Tax Return?

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

Instructions: Complete this section if the student filed 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)

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 is required to sign and date, the student's spouse is only required to sign and date if 2016 taxes were filed separately.

Student's Signature (handwritten signature required)

Date

Spouse's Signature (required if filed taxes separately)

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