



# 2024-2025 Dependent Verification Worksheet

Tracking Group 5

MANHATTAN AREA TECHNICAL COLLEGE

Your 2024-2025 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, 2024 and June 30, 2025.

**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 siblings if they live with the student's parents or apart because of college enrollment **\*AND**
- They receive more than half their support from the student's parents **\*AND**
- They will continue to receive more than half their support from the student's parents from July 1st, 2024 through June 30th, 2025.

**Include other people as part of the family only if:**

- They live with the student's parents.
- They receive more than half of their support from the student's parents; **\*AND**
- They will continue to receive more than half their support from the student's parents from July 1<sup>st</sup>, 2024 through June 30<sup>th</sup>, 2025.

**Write the names of all family members, including you, who meet the criteria listed above.** If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship to Student
		<i>Self</i>

*Note: We may require additional documentation on this information.*

**Dependent Student's Income Information to Be Verified**

**A - Did the Student file a 2022 Tax Return? If "NO" then skip to section B**

**Instructions:** Complete this section if the student filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, students will be required to consent and approve sharing and importing income and tax information from the IRS via the Direct Data Exchange (FA-DDX) to the student's FAFSA application, even if the attempt to obtain or use such data is ineffective. If successful, in most cases no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

If 2022 income tax information for the student was not available or could not be used, the student should provide the institution with a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.**

**A 2022 IRS Tax Return Transcript may be obtained through:**

- Get Transcript by Mail** - go to [www.irs.gov](http://www.irs.gov), click "Get your Tax Record," then click "Get Transcript by Mail." Be sure to request the "Return Transcript" and **NOT** the "Account Transcript." Transcripts are generally received 10 business days from the IRS's receipt of the online request.
- Get Transcript Online** - go to [www.irs.gov](http://www.irs.gov), click "Get your Tax Record," then click "Get Transcript Online." To use the Get Transcript Online tool, the user must have an existing ID.me account or have photo identification ready so that a new account can be created using ID.me. Be sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript(s) will display upon successful completion of using an existing or creating a new ID.me account.
- Automated Telephone Request** - 1-800-908-9946. Transcripts are generally received 10 business days from the IRS's receipt of the online request.
- Paper Request Form** - IRS Form 4506-T-EZ or 4506-T. Transcripts are generally received 10 business days from the IRS's receipt of the online request.

**B - The Student did not file a 2022 Tax Return: skip this section if you filed a tax return**

**\*\*A signed and dated statement certifying the following must be provided:**

- That the individual will not file and is not required to file a 2022 tax return, **\*AND**
- The sources and amounts of earnings, other income and resources that supported the individual(s) for the 2022 tax year.

**Check only the box that applies:**

The student was not employed and had no income earned from work in 2022.

The student was employed in 2022\*  
**\*\*Please complete the following table with info regarding the student's 2022 income and provide a copy of W-2 from each employer.**

Name of Employer	2022 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 2022 or had a change in marital status after December 31, 2022. This also applies to any step-parent in the household.

**A - Did the Parent(s) file a 2022 Tax Return? If "NO" then skip to section B**

**Instructions:** Complete this section if the parent filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, parents will be required to consent and approve sharing and importing income and tax information from the IRS via the Direct Data Exchange (FA-DDX) to the student's FAFSA application, even if the attempt to obtain or use such data is ineffective. If successful, in most cases no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

If 2022 income tax information for the parent was not available or could not be used, the parent should provide the institution with a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.**

**A 2022 IRS Tax Return Transcript may be obtained through:**

- **Get Transcript by Mail** - go to [www.irs.gov](http://www.irs.gov), click "Get your Tax Record," then click "Get Transcript by Mail." Be sure to request the "Return Transcript" and NOT the "Account Transcript." Transcripts are generally received 10 business days from the IRS's receipt of the online request.
- **Get Transcript Online** - go to [www.irs.gov](http://www.irs.gov), click "Get your Tax Record," then click "Get Transcript Online." To use the Get Transcript Online tool, the user must have an existing ID.me account or have photo identification ready so that a new account can be created using ID.me. Be sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript(s) will display upon successful completion of using an existing or creating a new ID.me account.
- **Automated Telephone Request** - 1-800-908-9946. Transcripts are generally received 10 business days from the IRS's receipt of the online request.
- **Paper Request Form** - IRS Form 4506-T-EZ or 4506-T. Transcripts are generally received 10 business days from the IRS's receipt of the online request

**Tax Return Non-filers:** Complete this section if the student's parent(s) will not file and is not required to file a 2022 IRS income tax return.

**B - The Parent(s) did not file a 2022 Tax Return: skip this section if you filed a tax return**

(1) All non-tax filers must provide a signed and dated statement certifying the following:

- That the individual is not required to file a 2022 tax return, \*AND
- The sources and amounts of earnings, other income and resources that supported the individual(s) for the 2022 tax year.

(2) For individuals without a Social Security number (SSN), Individual Taxpayer Identification Number (ITIN), or Employer Identification Number (EIN), that they do not have a SSN, ITIN or EIN.

(3) A copy of IRS Form W-2 or equivalent document for each source of employment income received for the 2022 tax year.

**Check only the box that applies:**

Neither parent was employed and had no income earned from work in 2022.

One or both parents were employed in 2022. \*\*Please complete the following table with info regarding the parent's 2022 income and provide a copy of W-2 from each employer.

Name of Employer	2022 Earning Amount	W-2 attached (yes or no)	Parent's Name

**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. **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! 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