



2024-2025 Independent 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 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 1st, 2024 and June 30th, 2025.

Include:

- Yourself
- Your spouse, if you are married
- Your dependent children if all of the following are true:
 - They live with you (or live apart because of college enrollment);
 - They receive more than half of their support from you; ***AND**
 - They will continue to receive more than half their support from you July 1st, 2024 through June 30th, 2025

Include other people as part of your family if:

- They will live with you;
- They will receive more than half their support from you; ***AND**
- They will continue to get more than half of their support from you, July 1st, 2024 through June 30th, 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.

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 2022 or had a change in marital status after December 31, 2022.

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 the 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, 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, 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 - Complete this section if the student and spouse (if student is married) will not file and are not required to file a 2022 income tax return with the IRS: skip this section if you filed a return.**

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

- That the student and spouse were not employed and had no income earned from work in 2022, ***AND**
- The student and/or spouse were employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form or equivalent is provided. List every employer even if the employer did not issue an IRS W-2 form.

Check only the box that applies:

The student and spouse (if the student is married) was not employed and had not income earned from work in 2022.

The student and/or spouse was employed in 2022. **** Please complete the following table with info regarding the student's and/or spouse'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)

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 is required to sign and date, the student's spouse is only required to sign and date if 2022 taxes were filed separately.

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

Student's Signature Date

Spouse's Signature (required if filed taxes separately) Date

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