



MANHATTAN AREA TECHNICAL COLLEGE

2025-2026 Independent Verification Worksheet

Tracking Group 5

Your 2025-2026 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, 2025, and June 30th, 2026.

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, 2025, through June 30th, 2026

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, 2025, through June 30th, 2026

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 with 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 2023 or had a change in marital status after December 31, 2023.

A - Did the Student file a 2023 Tax Return? If "NO" then skip to section B

Instructions: Complete this section if the student filed or will file a 2023 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 2023 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

If the 2023 income tax information for the student was not available or could not be used, the student should provide the institution with a **2023 IRS Tax Return Transcript(s) or a signed copy of the 2023 income tax return and applicable schedules.**

A 2023 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 2023 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 2023, ***AND**
- The student and/or spouse were employed in 2023 and have listed below the names of all employers, the amount earned from each employer in 2023, 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 no income earned from work in 2023.

☐ The student and/or spouse was employed in 2023. ** Please complete the following table with info regarding the student's and/or spouse's 2023 income and provide a copy of W-2 from each employer.

Name of Employer	2023 Earning Amount	W-2 attached (yes or no)

Documentation of Student's Identity

To complete the Verification process, you will need to appear in person at Manhattan Tech 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 contact the Office of Financial Aid OR you will need to appear before a notary to verify your identity.

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 and 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 2023 taxes were filed separately.

Student's Handwritten Signature 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

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