

STUDENT FINANCIAL SERVICES

2016-2017 INDEPENDENT STANDARD VERIFICATION WORKSHEET

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Your 2016-2017 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called 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 institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

If your 2015 household income is \$11,880 or below you must complete and attach the Low Income and Asset Clarification Statement.

Deadline: To determine your eligibility for federal and/or state funds, your verification documents must be received by our office no later than August 15, 2017 or 120 days after your last date of enrollment, whichever comes first. Failure to do so by the stated deadline will result in a loss of eligibility for the current academic year.

MTC must review the requested information, under the financial aid program rules (34 CFR, Part 668).

A. STUDENT INFORMATION

Print the information requested below:

_____ Last Name	_____ First Name	_____ M.I.	_____ MTC ID
_____ Address (include apt.no.)			_____ MyMTC Email Address
_____ City	_____ State	_____ Zip Code	_____ Student Date of Birth
_____ Student Home Phone Number (include area code)			_____ Student Alternate or Cell Phone (include area code)

B. FAMILY INFORMATION

List below the people in the your household, include:

- > The student
- > The spouse, if the student is married
- > The student's or spouse's children if the student or spouse will provide more than half of their support from July 1, 2016 through June 30, 2017, even if the children do not live with the student.
- > Other people if they now live with the student and the student or spouse provide more than half of their support and will continue to provide more than half of their support through June 30, 2017.

For any household member, who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2016 and June 30, 2017, include the name of the college.

Full Name	Age	Relationship*	College Attending in 2016-2017	Will be enrolled at least half time?
1.		Self	Midlands Technical College	Yes/No
2.				
3.				
4.				
5.				
6.				

If more space is needed, provide a separate page with the student's name and ID number at the top

***If relationship listed is not a spouse or a child, you must also complete Section D of the Clarification statement explaining the reason this individual should be included in your household size.*

C. INDEPENDENT STUDENT INCOME TO BE VERIFIED

1. TAX RETURN FILERS Complete this section if you, the student, and spouse, if married, filed or will file a 2015 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 you have not already used the tool, go to FAFSA.gov, log in to your FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS income information to transfer 2015 IRS income tax information into your FAFSA. It takes 2-3 weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and 8-11 weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.

Check the box that applies:

<input type="checkbox"/>	I am required to file a 2015 IRS Tax Return and have been granted a filing extension by the IRS. I have attached a copy of IRS Form 4868 and a copy of all of my IRS Form W2's for each source of employment received in 2015, or if self-employed, a signed statement certifying the amount of my Adjusted Gross Income (AGI) and US income tax paid for 2015.
<input type="checkbox"/>	I <u>have used</u> the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's) 2015 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. <i>MTC will use the IRS information that was transferred in the verification process.</i>
<input type="checkbox"/>	I am <u>unable or choose not to</u> use the IRS Data Retrieval Tool in FAFSA on the Web, and I have attached a copy of my 2015 IRS Tax Return Transcript – not photocopies of the income tax return. (See below for instructions on how to request an IRS Tax Return Transcript).
<input type="checkbox"/>	I filed an amended 2015 IRS Tax Return. I have attached both an IRS Tax Return Transcript and a signed copy of the 2015 IRS Form 1040X that was filed with the IRS. (See below for instructions on how to request an IRS Tax Return Transcript).

How to request an IRS Tax Return Transcript

A 2015 IRS Tax Return Transcript may be obtained through:

- > **Online Request** - Go to www.irs.gov, under the Tools heading on the IRS homepage, click “Get A Tax Transcript.” Next, click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.”
- > **Telephone Request** - 1.800.908.9946
- > **Paper Request Form** - IRS Form 4506T-EZ or IRS Form 4506-T

2. TAX RETURN NON-FILERS Complete this section if you, the student (and, if married, your spouse), will not file and are not required to file a 2015 income tax return with the IRS.

Check the box that applies:

<input type="checkbox"/>	The student (and, if married, the student's spouse) was not employed and had no income earned from work in 2015. You must submit a Verification of Non-filing letter from the IRS for the 2015 tax year. Contact the IRS at 1.800.829.1040 or print and mail form 4506-T (www.irs.gov).
<input type="checkbox"/>	The student (and/or the student's spouse if married) was employed in 2015 and has listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 W-2 forms issued to you (and, if married, to your spouse) by employers. <i>List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and MTC ID at the top.</i> You must submit a Verification of Non-filing Letter from the IRS for the 2015 tax year. Contact the IRS at 1.800.829.1040 or print and mail form 4506-T (www.irs.gov).

Employers' Name	2015 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00	yes

D. SIGN THIS WORKSHEET

Each person signing below certifies that all of the information reported is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

Student's Signature Date

Spouse's Signature Date

Return completed form and all copies of requested documents to:
Student Financial Services Office
Midlands Technical College
PO Box 2408 | Columbia, SC 29202