

# STUDENT FINANCIAL SERVICES 2017-2018 DEPENDENT VERIFICATION WORKSHEET



Your 2017-2018 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 and a parent whose information was reported on the FAFSA 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 parents' 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, 2018 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 **parent's household**, include:

- > The student
- > The parents (including a stepparent) even if the student doesn't live with the parents.
- > The parents' other children if the parents will provide more than half of their support from July 1, 2017, through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017-2018. Include children who meet either of these standards even if the children do not live with the parents.
- > Other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2018.
- > Number in college: Include in the space below information about any household member, excluding parents, 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, 2017 and June 30, 2018.

Full Name	Age	Relationship*	College Attending in 2017-2018	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 the relationship listed is not a parent, sibling or child, you must also complete Section D of the clarification statement explaining the reason this individual should be included in your household size.

## C. DEPENDENT STUDENT AND PARENT INCOME TO BE VERIFIED

**1. TAX RETURN FILERS** Complete this section if you, the student and/or parent **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 at FAFSA.gov. In most cases, no further documentation is needed to verify 2015 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

Students		Parents
<input type="checkbox"/>	I <b>have used</b> the IRS Data Retrieval Tool in FAFSA on the web to transfer my 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"/>
<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 am submitting to the school my <b>2015 IRS Tax Return Transcript</b> – not photocopies of the income tax return. (See below for instructions on how to request an IRS Tax Return Transcript).	<input type="checkbox"/>

**2. TAX RETURN NON-FILERS** Complete this section If you, the student and/or parent, will not file and are not required to file a 2015 income tax return with the IRS.

Check the box that applies:

Students		Parents
<input type="checkbox"/>	I 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.	<input type="checkbox"/>
<input type="checkbox"/>	I was employed in 2015 and have 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 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.	<input type="checkbox"/>

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

## 3. INCOME INFORMATION FOR INDIVIDUALS WITH EXTENUATING CIRCUMSTANCES

Check the box that applies:

Students		Parents
<input type="checkbox"/>	I am required to file a 2015 IRS Tax Return and <b>have been granted a filing extension</b> by the IRS. I have attached the following: a copy of IRS Form 4868 "Application for Automatic Extension of Time to File US Individual Income Tax Return," a copy of the IRS approval of an extension beyond the automatic six month extension if you requested an additional extension of the filing time for tax year 2015, a Verification of Non Filing Letter dated on or after October 1, 2016 and a W2 for each source of employment received for tax year 2015, or if self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income and US income tax paid for tax year 2015.	<input type="checkbox"/>
<input type="checkbox"/>	I filed an <b>amended IRS tax</b> return for the tax year 2015 and I have attached the following: A 2015 Tax Return Transcript and a signed copy of the 2015 IRS Form 1040X, Amended US Individual Income Tax Return that was filed with the IRS.	<input type="checkbox"/>
<input type="checkbox"/>	I am a <b>Victim of IRS related identity theft</b> and have attached the following: A Tax Return Database View (TRDBV) transcript of the IRS and a statement signed and dated indicating that I was a victim of IRS tax related identity theft and that the IRS is aware of the tax related identity theft.	<input type="checkbox"/>

To obtain a 2015 IRS Tax Return Transcript you have the following options:

1. **Get Transcript by Mail** – go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click “Get a tax transcript.” Click “Get Transcript by mail.” Make sure to request the IRS Tax Return Transcript and NOT the IRS Tax Account Transcript.
2. **Get Transcript Online** – go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click “Get a tax transcript.” Click “Get Transcript ONLINE.” Make sure to request the IRS Tax Return Transcript and NOT the IRS Tax Account Transcript.
3. **Automated Telephone Request** – 1.800.908.9946
4. **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T

## D. SIGN THIS WORKSHEET

I certify that all of the information reported on this worksheet is complete and correct. The student and one parent whose information was reported on the FAFSA must sign this worksheet. If married, the spouse’s signature is optional. **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

\_\_\_\_\_  
Parent’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