

# STUDENT FINANCIAL SERVICES

## 2018-2019 INDEPENDENT STANDARD VERIFICATION WORKSHEET

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Your 2018-2019 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 2016 household income is \$12,060 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, 2019 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, 2018 through June 30, 2019, 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, 2019.

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, 2018 and June 30, 2019, include the name of the college.

Full Name	Age	Relationship*	College Attending in 2018-2019	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. STUDENT AND SPOUSE (IF MARRIED) INCOME TO BE VERIFIED

**1. TAX RETURN FILERS** Complete this section if you, the student and/or spouse (if married) **filed or will file** a 2016 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 2016 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	
<input type="checkbox"/>	I <b>have used</b> the IRS Data Retrieval Tool in FAFSA on the web to transfer my 2016 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 am submitting to the school a copy of my <b>2016 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.)

**2. TAX RETURN NON-FILERS** Complete this section If you, the student and/or spouse (if married), will not file and are not required to file a 2016 income tax return with the IRS.

Check the box that applies:

Students	
<input type="checkbox"/>	I was not employed and had no income earned from work in 2016. You must submit a Verification of Non-filing letter from the IRS for the 2016 tax year dated October 1, 2017 or later.
<input type="checkbox"/>	I was employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is attached. Attach copies of all 2016 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 2016 tax year dated October 1, 2017 or later.

Employers' Name (example: Suzy's Auto Body Shop)	2016 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	
<input type="checkbox"/>	I am required to file a 2016 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 2016, a Verification of Non-filing letter dated on or after October 1, 2017, and a W2 for each source of employment received for tax year 2016, 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 2016.
<input type="checkbox"/>	I filed an <b>amended IRS tax</b> return for the tax year 2016 and I have attached the following: A 2016 Tax Return Transcript, and a signed copy of my 2016 IRS Form 1040X (Amended US Individual Income Tax Return that was filed with the IRS).
<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.

To obtain a 2016 IRS Tax Return Transcript you have the following options:

1. **Get Transcript by Mail** – go to [www.irs.gov](http://www.irs.gov), click “Get Your Tax Record.” 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), click “Get Your Tax Record.” 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

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.**

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Student's Signature

Date

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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