

**2019-20 Verification Worksheet  
Dependent Student**

**A. Student Information**

_____	_____	_____	_____
Last Name	First Name	MI	Student ID
_____		_____	
Current Address		Telephone Number	
_____		_____	
_____	_____	_____	_____
City	ZIP code	Date of Birth	

**B. Family Information**

List the people that your parent(s), including stepparent, will support **between July 1, 2019 and June 30, 2020. Include:**

- Yourself
- Your parent(s), including stepparent if married prior to filling out the FAFSA
- Your parent's (including stepparent) other children, even if they don't live with your parent(s), if (a) your parent(s) provide more than half of their support, or (b) the children would be required to provide parental information when applying for federal student aid. Do not include foster children.
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support.

Full Name	Age	Relation to Student	Name of College
		Yourself	

**C. 2017 Tax Return Information\***

	Student Section (check all that apply)		Parent(s) Section (check all that apply)
<input type="checkbox"/>	I filed a 2017 tax return and linked my taxes to the FAFSA using the IRS Data Retrieval Tool (DRT).	<input type="checkbox"/>	I filed a 2017 tax return and linked my taxes to the FAFSA using the IRS Data Retrieval Tool (DRT)
<input type="checkbox"/>	I filed a 2017 tax return and am unable to link my taxes using DRT. I attached my 2017 Tax Return Transcript.	<input type="checkbox"/>	I filed a 2017 tax return and am unable to link my taxes using DRT. I attached my 2017 Tax Return Transcript.
<input type="checkbox"/>	I filed a 2017 amended tax return (attach 2017 Tax Return Transcript <b>AND</b> Form 1040X (signed))	<input type="checkbox"/>	I filed a 2017 amended tax return. (Attach 2017 Tax Return Transcript <b>AND</b> Form 1040X (signed))
<input type="checkbox"/>	I will not file/not required to file a 2017 tax return. (Complete Section D)	<input type="checkbox"/>	I will not file/not required to file a 2017 tax return. (Complete Section D)

**\*Instructions for completing the IRS Date Retrieval and ordering the IRS Tax Return Transcript are on the last page of this form.**

**D. 2017 Earned Income Information (Non-filers)**

If you and/or your parent(s) earned income by working in 2017 but did not file a tax return and were not required to file a tax return, list all of your and/or your parent(s) 2017 employers and the amount earned at each job (found in Box 1 of the W-2 form):

Name of Employer/Source of income	Student Amount	Parent Amount	W-2 Attached Y/N		
			Must include if you worked during 2017		
	\$	\$	Yes		No
	\$	\$	Yes		No
	\$	\$	Yes		No
	\$	\$	Yes		No

Please check (✓) the box if you had zero (0) income: Student:  Parent 1:  Parent 2:

**E. Additional Financial Information**

1. Did you or your parent(s) *pay out* child support in 2017?  Yes  No

*Do not include money paid for children listed in Section B on the front of this worksheet.*

- Name of person who paid child support \_\_\_\_\_
- Name of the person to whom child support was paid to: \_\_\_\_\_
- Name of child(ren) support was paid for: \_\_\_\_\_
- What was the total amount of child support **paid** in 2017? \$ \_\_\_\_\_

2. Did you earn Federal Work-Study funds in 2017?  Yes  No

**You must attach a copy of your W-2(s) for these earnings.**

3. Did you or anyone in your parent(s) household receive food stamps (SNAP) in 2016 or 2017?  Yes  No

- If yes, who received this benefit?  Student  Parent(s)  Other
- For which year(s)?  2016  2017

**You must attach a copy of your eligibility letter from the agency that issues SNAP benefits.**

**F. Sign this Worksheet**

By signing this worksheet, we certify that all the information reported on this worksheet is complete and correct.  
**At least one parent must sign.**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

**Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail or both.**

Please return this form to:  
MCAD Financial Aid Office

For questions call or email  
(800) 874-6223x Ext #2 or (612) 874-3782  
[financial\\_aid@mcad.edu](mailto:financial_aid@mcad.edu)  
Fax: (612) 874-3701

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## **2019-20 INSTRUCTIONS FOR VERIFYING TAX INFORMATION**

**Choose one of the options – update FAFSA with IRS Data Retrieval OR order a copy of your Tax Return Transcript from the IRS.**

- **Update FAFSA Using IRS Data Retrieval Tool (DRT) Option**

The best way to verify income is by using the **IRS Data Retrieval Tool (DRT)** that is part of the FAFSA on the Web.

1. go to [www.fafsa.gov](http://www.fafsa.gov)
2. log in and select “Make FAFSA Corrections.”
3. In the Financial Information section of the form, follow the instructions to determine if you are eligible to use the IRS DRT to transfer 2017 IRS income tax information into your FAFSA.

The Financial Aid Office will receive a copy of your updated FAFSA within 3-5 business days. You do not need to order the IRS Tax Return Transcript if you are able to update your tax information using the Data Retrieval Tool at FAFSA.

\*You should be able to use the IRS DRT within 2-3 weeks after filing your return. Both the student and parent, if dependent, should use the DRT.

**OR**

- **Order IRS Tax Return Transcript Option**

Choose this option **if** you are unable or choose not to use the IRS DRT option listed above. The Financial Aid Office cannot accept copies of your IRS 1040 forms – you will need to order the tax return transcript from the IRS web site.

To request an IRS tax return transcript –

1. Go to [www.IRS.gov](http://www.IRS.gov)
2. Select “Get Your Tax Record”
3. Select one option -
  - “Get Transcript Online”
    - Need to create an account
    - To create account, you will need to be able to verify your identity with one items listed. If you do not have any of these items you will not be able to create an account and receive the transcript online.
      - Credit Card OR
      - Mortgage or Home Equity Loan OR
      - Home Equity Line of Credit OR
      - Auto Loan
  - “Get Transcript by Mail”
    - Enter requested information
      - You must enter the address exactly as it appears on your 2017 IRS 1040 form.
    - Type of Transcript – select “Return Transcript”
    - Tax Year – enter year 2017

- Tax transcripts will be mailed to the address on the tax return within 5-10 days.

4. Forward a copy of the IRS Tax Return Transcript to the Financial Aid Office once you receive it. In **most** cases, for electronic filers, a 2017 IRS Tax Return Transcript is available from the IRS within 2-3 weeks after filing. If you filed a paper return, expect 8-11 weeks for your transcript to be available.

If you are unable or choose not to use the DRT and cannot access your IRS transcript online, you must call the IRS at 1-800-908-9946 to receive a transcript.

### Special Situations:

**Amended Returns** - If you filed an amended tax return, you must submit an IRS Tax Return Transcript **AND** a signed copy of your Form 1040-X, "Amended U.S. Individual Income Tax Return," along with your completed Verification Worksheet.

**Victims of IRS Identity Theft** – A victim of IRS tax-related identity theft must provide a Tax Return Data Base View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript that includes all of the income and tax information required to be verified **AND** a statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax related identity theft.

**Filing Extensions** - An individual who has been granted a filing extension by the IRS must provide the following:

- Copy of IRS 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return".
- Copy of the IRS's approval of an extension,
- Copy of the W-2 for each source of employment income received for the 2017 tax year and, if self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for the 2017 tax year.