2019-20 Verification Worksheet
Independent Student

A. Student Information

Last Name First Name MI

Student ID

Current Address

Telephone Number

City State ZIP code

Date of Birth

B. Family Information

List the people that you (and your spouse, if married) will support between **July 1, 2019 and June 30, 2020.** Include:

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

Also, write in the name of the college for any household member who will be attending college at least half-time between **July 1, 2019 and June 30, 2020** and will be enrolled in a degree, diploma, or certificate program at an eligible postsecondary educational institution. If you need more space, attach a separate page.

Full Name	Age	Relation to Student	Name of College
		SELF	MCAD

C. 2017 Tax Return Information

	Student Section (check all that apply)		Spouse Section (check all that apply)
☐	I filed a 2017 tax return and linked my taxes to the FAFSA using the IRS Data Retrieval Tool.	☐	I filed a 2017 tax return and linked my taxes to the FAFSA using the IRS Data Retrieval Tool.
☐	I filed a 2017 tax return and am unable to link my taxes. I attached my 2017 Tax Return Transcript.	☐	I filed a 2017 tax return and am unable to link my taxes. I attached my 2017 Tax Return Transcript.
☐	I filed a 2017 amended tax return (attach 2017 Tax Return Transcript **AND** Form 1040X (signed))	☐	I filed a 2017 amended tax return. (Attach 2017 Tax Return Transcript **AND** Form 1040X (signed))
☐	I will not file/not required to file a 2017 tax return. (Complete Section D)	☐	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 spouse, if married) 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 spouse, if married) 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	Spouse Amount	W-2 Attached Y/N **Please attach W-2(s)**			
	$	$	**Yes**		**No**	
	$	$	**Yes**		**No**	
	$	$	**Yes**		**No**	
	$	$	**Yes**		**No**	

Please check (✓) the box if you had zero (0) income: Student: ❑ Spouse: ❑

E. Additional Financial Information

1. **Did you or your spouse *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

If yes, total amount earned in 2017? $________ At what college/University? __________

Please attach a copy of your W-2(s) for these earnings.

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

If yes, who received this benefit? ❑ Student ❑ Spouse ❑ Other

For which year(s)? ❑ 2016 ❑ 2017

Please 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. **Your spouse will need to sign, if you are married.**

Student: ________________________________ Date: ________________________

Spouse: ________________________________ 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
2501 Stevens Ave
Minneapolis, MN 55404
www.mcad.edu

For questions call or email
(612)874-3782 or (800)874-6223 Ext #2
financial_aid@mcad.edu
Fax:(612)874-3701

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
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
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.