

**2024-2025 Verification Worksheet**  
**Dependent Student**

**A. Student Information**

_____ Last Name	_____ First Name	_____ MI	_____ Student ID or last 4 digits of SSN
_____ Current Address			_____ Telephone Number
_____ City	_____ State	_____ ZIP Code	_____ Email Address

**B. Family Information**

Family size includes:

- Yourself
- Your parent's (including stepparent's) even if you are not living with them.
- Your siblings if the following is true:
  - a. They live with your parent(s) (or live apart because of college enrollment,
  - b. They receive more than half of their support from your parents, and
  - c. They will continue to receive more than half their support from your parents.
- Other people that live with your parent(s) and will receive more than half of their support from your parent(s).

Full Name	Age	Relation to Student	Name of College
		Yourself	MCAD

**MINNEAPOLIS  
COLLEGE of ART and DESIGN**

**C. 2022 Tax Return Information\***

	Student Section (check one box)		Parent(s) Section (check one box)
<input type="checkbox"/>	I did not file and I was not required to file a 2022 federal income tax return. (Complete Section D)	<input type="checkbox"/>	I did not file and I was not required to file a 2022 Federal income tax return. (Complete Section D.)
<input type="checkbox"/>	I filed a 2022 1040 tax return and have attached a <b>signed</b> copy along with Schedules 1-3 (if completed)	<input type="checkbox"/>	I filed a 2022 1040 tax return and have attached a <b>signed</b> copy along with Schedules 1-3 (if completed).
<input type="checkbox"/>	I filed a 2022 amended tax return (Form 1040X). I attached my 2022 Tax Return Transcript or a signed copy of my original 2022 Form 1040 <b>AND</b> a signed copy of my Form 1040X.	<input type="checkbox"/>	I filed a 2022 amended tax return (Form 1040X). I attached my 2022 Tax Return Transcript or a signed copy of my original 2022 Form 1040 <b>AND</b> a signed copy of my Form 1040X.

*\*Instructions for ordering an IRS Tax Return Transcript are located below Section F of this form.*

**D. 2022 Earned Income Information (Non-filers)**

If you and/or your parent(s) earned income by working in 2022 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) 2022 employers and the amount earned at each job (found in Box 1 of the W-2 form):

**Check the box if you or your parent(s) earned no income from work during 2022:**

☐ Student   ☐ Parent 1   ☐ Parent 2

Name of Employer/Source of income	Student Amount	Parent Amount	W-2 Attached Y/N Must include if you worked during 2022		
	\$	\$	Yes	No	
	\$	\$	Yes	No	
	\$	\$	Yes	No	
	\$	\$	Yes	No	

**E. Additional Financial Information**

1. Did you or your parent(s) receive child support in 2022? ☐ Yes ☐ No

- 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 **received** in 2022? \$ \_\_\_\_\_

2. Did you or your parent(s) pay child support in 2022? ☐ Yes ☐ No

*Do not include money paid for children listed in Section B on the first page 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 2022? \$ \_\_\_\_\_

3. At any time during 2022 or 2023, did you, your parent(s), or anyone in your parents' household receive any of the following federal benefits? (check all that apply)

- ☐ Medicaid ☐ Temporary Assistance for Needy Families (TANF)
- ☐ Supplemental Security Income (SSI) ☐ Free or Reduced Price School Lunch
- ☐ Supplemental Nutrition Assistance Program (SNAP) (formerly known as Food Stamps)
- ☐ Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)

4. Did you, your parent(s), or anyone in your parents' household receive untaxed Social Security benefits during 2022? ☐ YES ☐ NO

If you checked YES box, what was the total amount received during 2022? (provide the total amount received in 2022, not the monthly amount)

\$ \_\_\_\_\_

5. Did you earn Work-Study funds in 2022? ☐ Yes ☐ No

**You must attach a copy of your 2022 W-2(s) for these earnings.**

**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

Upload the form by going to [myaid.mcad.edu](http://myaid.mcad.edu).

**For questions call or email:**

(800) 874-6223x Ext #2 or (612) 874-3782

[financial\\_aid@mcad.edu](mailto:financial_aid@mcad.edu)

## **INSTRUCTIONS FOR VERIFYING 2022 TAX INFORMATION**

Choose **ONE** of these options:

- Upload a signed copy of IRS Form 1040 and all Schedules filed with the Form 1040
- Order a copy of your Tax Return Transcript from the IRS.

### **To upload a signed copy of your 2022 IRS Form 1040**

**Include Schedules 1-3 if filed with the 1040.**

1. You must sign on the signature line in the “Sign Here” section on page 2 of the Form 1040, even if you submitted your tax documents electronically. Federal regulations do not allow us to accept unsigned copies.
2. Go to [myaid.mcad.edu](http://myaid.mcad.edu) – select Documents & Messages tab
3. Select “Upload Now”

### **To order IRS Tax Return Transcript**

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”
    - Follow instructions to request your tax return transcript.

