

**2025-2026 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

C. 2023 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 2023 federal income tax return. (Complete Section D)	<input type="checkbox"/>	I did not file and I was not required to file a 2023 Federal income tax return.(Complete Section D.)
<input type="checkbox"/>	I filed a 2023 1040 tax return and have attached a signed copy along with Schedules 1-3 (if completed)	<input type="checkbox"/>	I filed a 2023 1040 tax return and have attached a signed copy along with Schedules 1-3 (if completed).
<input type="checkbox"/>	I filed a 2023 amended tax return (Form 1040X). I attached my 2023 Tax Return Transcript or a signed copy of my original 2023 Form 1040 AND a signed copy of my Form 1040X.	<input type="checkbox"/>	I filed a 2023 amended tax return (Form 1040X). I attached my 2023 Tax Return Transcript or a signed copy of my original 2023 Form 1040 AND a signed copy of my Form 1040X.

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

D. 2023 Earned Income Information (Non-filers)

If you and/or your parent(s) earned income by working in 2023 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) 2023 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 2023:

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 2023	
	\$	\$	Yes	No
	\$	\$	Yes	No
	\$	\$	Yes	No
	\$	\$	Yes	No

E. Additional Financial Information

1. Did you or your parent(s) receive child support in 2023? 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 2023? \$ _____

2. Did you or your parent(s) pay child support in 2023? 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 2023? \$ _____

3. At any time during 2023 or 2024, 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 2023? YES NO

If you checked YES box, what was the total amount received during 2023? (provide the total amount received in 2022, not the monthly amount)

\$ _____

5. Did you earn Work-Study funds in 2023? Yes No

You must attach a copy of your 2023 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.

For questions call or email:

(800) 874-6223x Ext #2 or (612) 874-3782
financial_aid@mcad.edu

INSTRUCTIONS FOR VERIFYING 2023 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 2023 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 – 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
2. Select “Get Your Tax Record”
3. Select one option -
 - “Get Transcript Online”
 - Follow instructions to request your tax return transcript.

