

**2021-22 Verification Worksheet
Independent 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	Date of Birth (mm/dd/yyyy)

B. Family Information

Include:

- Yourself
- Your spouse, if you were married before completing your 2021-2022 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 child would be required to provide parental information when applying for federal student aid
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2021 through June 30, 2022.

Also, write in the name of the college for any household member who will be attending college at least half-time between **July 1, 2021 and June 30, 2022** 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
		Yourself	Minneapolis College of Art & Design

C. 2019 Tax Return Information*

	Student Section (check one box)		Spouse Section (check one box)
<input type="checkbox"/>	I filed a 2019 tax return and linked my taxes to the FAFSA using the IRS Data Retrieval Tool (DRT).	<input type="checkbox"/>	I filed a 2019 tax return and linked my taxes to the FAFSA using the IRS Data Retrieval Tool (DRT)
<input type="checkbox"/>	I filed a 2019 tax return and am unable to link my taxes using DRT. I attached my 2019 Tax Return Transcript or a signed copy of my 2019 federal income tax return (Form 1040) AND all Schedules filed with the tax return.	<input type="checkbox"/>	I filed a 2019 tax return and am unable to link my taxes using DRT. I attached my 2019 Tax Return Transcript or a signed copy of my 2019 federal income tax return (Form 1040) AND all Schedules filed with the tax return.
<input type="checkbox"/>	I filed a 2019 amended tax return (Form 1040X). I attached my 2019 Tax Return Transcript or a signed copy of my original 2019 Form 1040 AND a signed copy of my Form 1040X.	<input type="checkbox"/>	I filed a 2019 amended tax return (Form 1040X). I attached my 2019 Tax Return Transcript or a signed copy of my original 2019 Form 1040 AND a signed copy of my Form 1040X.
<input type="checkbox"/>	I did not file and I was not required to file a 2019 federal income tax return. (Complete Section D)	<input type="checkbox"/>	I did not file and I was not required to file a 2019 federal income tax return. (Complete Section D)

***Instructions for using the IRS Data Retrieval and ordering an IRS Tax Return Transcript are located below Section F of this form.**

D. 2019 Earned Income Information (Non-filers)

If you and/or your spouse earned income by working in 2019 but did not file a tax return and were not required to file a tax return, list all of your and/or your spouse's 2019 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 Must include if you worked during 2019		
	\$	\$	Yes	No	
	\$	\$	Yes	No	
	\$	\$	Yes	No	
	\$	\$	Yes	No	

Check the box if you or your spouse earned no income from work during 2019:

Student: Spouse

E. Additional Financial Information

1. Did you or your spouse receive child support in 2019? 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 2019? \$ _____

2. Did you or your spouse pay child support in 2019? 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 2019? \$ _____

3. At any time during 2019 or 2020, did you or your spouse 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 or your spouse receive untaxed Social Security benefits during 2019? YES NO

If you checked YES box, what was the total amount received during 2019?

\$ _____

(provide the total amount received in 2019, not the monthly amount)

5. Did you or your spouse earn Federal Work-Study funds in 2019? Yes No

You must attach a copy of your and/or your spouse's 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.

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 Avenue
Minneapolis, MN 55404

Upload: myaid.mcad.edu
FAX: (612) 874-3701
Email: financial_aid@mcad.edu

For questions send email to financial_aid@mcad.edu, or call (800) 874-6223 Ext #2 or (612) 874-3782

INSTRUCTIONS FOR VERIFYING 2019 TAX INFORMATION

Choose one of these three options:

- **update FAFSA with IRS Data Retrieval Tool (IRS DRT)**
- **order a copy of your Tax Return Transcript from the IRS**
- **send a signed copy of IRS Form 1040 and all Schedules filed with the Form 1040**

- **Update FAFSA using IRS Data Retrieval Tool (DRT)**

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 2019 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 IRS DRT.

*You should be able to use the IRS DRT within 2-3 weeks after filing your return.

OR

- **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”
 - Need to create an account
 - To create account, you will need to be able to verify your identity with one of the items listed below.
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 appeared on your 2019 IRS Form 1040
 - Type of Transcript – select “Return Transcript”
 - Tax Year – enter year 2019
 - Tax transcripts will be mailed to the address on the tax return within 5-10 days.
4. Forward a copy of **all pages** of the 2019 IRS Tax Return Transcript to the Financial Aid Office once you receive it.

In **most** cases, for electronic filers, a 2019 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.

Tax Return Transcripts usually print on both sides of each page of the transcript. If you are FAXing or scanning the transcript to our office, please make sure that you FAX or scan both the front and back side of every page.

OR

- Submit a **signed** copy of your 2019 IRS Form 1040 along with any Schedules that were filed with the Form 1040.
- 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.

Special Situations:

Amended Returns - If you filed an amended tax return (Form 1040X), you must submit:

- a 2019 IRS Tax Return Transcript or a **signed** copy of your original 2019 Form 1040 and Schedules **AND**
- a **signed** copy of both pages of your Form 1040-X (Amended U.S. Individual Income Tax Return)

Victims of IRS Identity Theft – A victim of IRS tax-related identity theft must provide a 2019 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. (NOTE: This only applies to victims of IRS tax-related identity theft and does not apply to other types of 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 2019 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 2019 tax year.