

VERIFICATION WORKSHEET 2020-2021

Federal Student Aid Programs-REQUIRED INFORMATION

Independent Students

You have been selected for a process called Verification. Verification requires you to submit signed copies of financial and other documents to the Financial Aid Office at Mount Saint Mary's University. **Please complete all sections of this form.** If you have any questions for us regarding the process, please contact us as soon as possible to avoid any delay in the processing of your aid.

SECTION A: STUDENT INFORMATION

A-1 _____
Last name First name M.I.

A-2 _____
Street Address City State Zip

A-3 _____
MSM ID Number or Social security number Date of Birth

A-4 _____
Cell number Home number (if applicable)

SECTION B: HOUSEHOLD INFORMATION

List the people whom you will support between July 1, 2020 and June 30, 2021. **Include yourself, your spouse and your dependent children.** Include other people only if they live with you and you provide **more than half** of their support and will continue to do so through June 30, 2021.

Name	Age	Relationship to Student	College They will Attend during the 2020-2021 Academic Year	Enrolled at least half time
1.		Self	Mount St. Mary's University	xxxxxxxxxxx
2.				YES OR NO
3.				YES OR NO
4.				YES OR NO
5.				YES OR NO
6.				YES OR NO
7.				YES OR NO
8.				YES OR NO

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

Continued on the back

SECTION C: INCOME INFORMATION
(Complete the section that applies to you below)

Tax Filer: If you (and your spouse) filed 2018 Federal Taxes, please complete this section. We are required to obtain one of the following:

- Completed the IRS data Retrieval Tool via your 2020-2021 FAFSA (preferred method, see instructions below)
- OR**
- Attaching a Federal 2018 Tax Return Transcript from the IRS (see instructions below) or attaching a signed copy of your 2018 Federal Tax Return with ALL schedules.

Non Tax Filer: If you (and your spouse) were not required to file a 2018 Federal Tax Return, please complete this section:

- Please check here if you and your spouse have not and are not required to file 2018 Federal Taxes **AND**
- Attach a verification of non-filing from the IRS for both you and your spouse. This is a federal requirement for Independent Students (see instructions below) **AND**
- List all sources of 2018 income below, the amount received, and provide a W2 form for each source of employment:

Source of Income	Amount	W2 Attached:
	\$	
	\$	
	\$	
	\$	
	\$	

IRS Data Retrieval Instructions:

1. Go to fafsa.ed.gov and log in using your FSA ID
2. Select the "Continue" or "Make a Correction" button
3. Select the "Financial Information" tab from the top of the page.
4. Go to "Student Financial Information" page
5. Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool
6. If eligible, click "Link to IRS" and proceed to the IRS site as instructed.
7. Review the information displayed and enter any required fields (such as your address) and select the "Transfer My Information into the FAFSA" option. You will then need to select "Transfer Now".
8. Proceed to the Sign and Submit page

Tax Return Transcript/Verification of Nonfiling instructions:

There are multiple ways to obtain a 2018 Tax Return Transcript or Verification of Non-filing from the IRS. Visit the IRS at the website below to get instructions on how to obtain this online, by phone, or by mail:

<https://www.irs.gov/individuals/get-transcript>

SECTION F: SIGNATURES

You and your spouse must sign this worksheet. By signing, you are certifying that all of the information reported to qualify for Federal student aid is complete and accurate.

Student Signature Date Spouse's Signature Date