



MONTGOMERY COMMUNITY COLLEGE

1011 Page Street • Troy, NC 27371 • Telephone: 910-898-9600 • Fax: 910-576-2176

OFFICE OF FINANCIAL AID AND VETERANS AFFAIRS

Federal School Code: 008087 <http://www.montgomery.edu/financial-aid-home.html>

2018–2019

Verification Worksheet

Student Name: _____ MCC Student ID/SSN # _____

I. Verification of 2016 IRS Income Tax Return Information

Start Here:

Are you an **independent student** or a **dependent student**?

If you do not know the answer, before continuing, please refer to the questions below.

All applicants for federal student aid are considered either “independent” or “dependent.” Dependent students are required to include information about their parents on the FAFSA.

- Were you born before January 1, 1995?
- Will you be working toward a master’s or doctorate degree (M.A., M.B.A., M.D., J.D., Ph.D., Ed.D. etc.)?
- Are you married or separated but not divorced?
- Do you have or will you have children who receive more than half of their support from you?
- Do you have dependents (other than children or a spouse) who live with you and receive more than half of their support from you?
- At any time since you turned age 13, were both of your parents deceased, were you in foster care, or were you a ward or dependent of the court?
- Are you an emancipated minor or are you in a legal guardianship as determined by a court?
- Does someone other than your parent/stepparent have legal guardianship of you, determined by the court?
- Are you an unaccompanied youth who is homeless or self-supporting and at risk of being homeless?
- Are you currently serving on active duty in the U.S. armed forces for purposes other than training?
- Are you a veteran of the U.S. armed forces?

If **none** of the criteria listed above apply to you, you may be considered a **dependent student** and may be required to provide your parents’ financial information when completing the FAFSA.

If you answered **yes** to any of these questions, then you may be an **independent student**. You may not be required to provide parental information on your FAFSA.

Reference: <https://studentaid.ed.gov/sa/fafsa/infographic-accessible>

If you are a Dependent Student, continue to page 2 and 3;
if you are an Independent Student continue to page 2.

Verification of 2016 Income Information for **Student Tax Filers**

Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2016 or had a change in marital status after the end of the 2016 tax year on December 31, 2016.

Instructions: Complete this section if the student and spouse filed or will file a 2016 IRS income tax return(s). The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2016 IRS income tax return information that was transferred into the student's FAFSA using the IRS Data Retrieval Tool if that information was not changed by the FAFSA filer.

Check the box that applies:

The student has used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.

The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA.

The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2016 IRS Tax Return Transcript(s)**

If the student and spouse filed separate 2016 IRS income tax returns, **2016 IRS Tax Return Transcripts** must be provided for both.

Check the box that applies:

A 2016 IRS Tax Return Transcript(s) is provided.

A 2016 IRS Tax Return Transcript(s) will be provided later.

▪ A **2016 IRS Tax Return Transcript** may be obtained through the:

- **Get Transcript by MAIL** – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript ONLINE** – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Verification of 2016 Income Information for **Parent Tax Filers- Dependent Student**

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2016 or had a change in marital status after the end of the 2016 tax year on December 31, 2016.

Instructions: Complete this section if the parents filed or will file a 2016 IRS income tax return(s). The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.

The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA.

The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2016 IRS Tax Return Transcript(s)**.

If the parents filed separate 2016 IRS income tax returns, **2016 IRS Tax Return Transcripts** must be provided for both.

Check the box that applies:

A 2016 IRS Tax Return Transcript(s) is provided.

A 2016 IRS Tax Return Transcript(s) will be provided later.

▪ A **2016 IRS Tax Return Transcript** may be obtained through the:

- **Get Transcript by MAIL** – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript ONLINE** – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Verification of 2016 Income Information for Individuals with Unusual Circumstances Individuals Granted a Filing Extension by the IRS

An individual who is required to file a 2016 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2016, must provide:

- A copy of IRS Form 4868, “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,” that was filed with the IRS for tax year 2016;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2016;
- Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2017;
- A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2016 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 tax year 2016.

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2016 must provide:

- A **2016 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A signed copy of the 2016 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) 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.

II. Verification of 2016 Income Information for Student and/or Parent **Nontax Filers**

The instructions and certifications below apply to the student and spouse, if the student is married; and/or each parent, if dependent student; included in the household. Complete this section if the student and spouse and/or parent(s) will not file and are not required to file a 2016 income tax return with the IRS.

Check the box that applies:

- The student and spouse were not employed and had no income earned from work in 2016.
- Neither parent were employed nor had no income earned from work in 2016.
- The student and/or spouse and/or one or both parents were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form (or equivalent) is provided. [Provide copies of all 2016 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	2016 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	Yes

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority. For more information visit www.irs.gov/form4506t or <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> to complete.

_____ Check here if confirmation of non-filing is provided.

_____ Check here if confirmation of non-filing will be provided later.

Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

_____	_____
Print Student's Name	MCC Student ID or SSN
_____	_____
Student's Signature	Date
_____	_____
Spouse's Signature if Independent and married	Date
_____	_____
Parent's Signature if Dependent	Date

III. Number of Household Members and Number in College

In the box below, list all of the people in the student's household or parent's household, if student is dependent.
Household members include:

- The student
- The student and the student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2018, through June 30, 2019, even if the children do not live with the student.
- The parents (including a stepparent), if a dependent student, even if the student doesn't live with the parents.
- The parents' other children, if a dependent student, if the parents will provide more than half of the children's support from July 1, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018-19. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the student and the student or spouse or parents provide more than half of the other people's support and will continue to provide more than half of their support through June 30, 2017.

Number in College:

Please include below information about, any household member who is, or will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2018 and June 30, 2019, include the name of the college.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>		

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and/or one parent whose information was reported on the FAFSA must sign and date.

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

Print Student's Name

Student's ID Number

Student's Signature

Date

Parent's Signature

Date

***We recommend you make a copy of this worksheet for your records.
Submit this completed worksheet immediately to the MCC Office of Financial Aid and Veterans Affairs:***

Montgomery Community College
1011 Page Street
Troy, NC 27371
Fax: 910.576.2176

(FERPA) Consent and Disclosure Form

Please use this form to authorize the release of your educational records/financial aid application information to a third party including parent(s).

This form must be completed by the student in person with photo identification at Montgomery Community College in the presence of an appropriate staff member. If the student is unable to do so, the form may be notarized by a Notary Public and submitted by mail to the office with which the student is directly interacting.

This form is only valid for the current academic year.

Name: _____
Last First Middle Maiden

Current Mailing Address: _____

_____ City State Zip

MCC Student ID or SSN: _____ Date of Birth: _____ Phone: (____) _____

Under Federal legislation, namely the Family Educational Rights and Privacy Act of 1974, I understand that my education records cannot be released without my written permission or completion of Parental Affidavit of Dependency and Request for Academic Information form by my parent or guardian. Please use this for to authorize the release of your academic records information to a third party. This form is only valid for the current academic year.

Section One: As an applicant/current/former MCC student, I voluntarily authorize the release of the following academic record information to the person or agency listed below:

I. Type of information to be disclosed:

Attendance, Academic Records, Financial Aid/Veterans Affairs Records; Financial aid (Current Academic Year)

Other (please specify): _____

II. Name and address of person or agency to receive information (please note MCC will not release any information over the phone and photo id must be presented in person):

Name: _____

Address: _____

Email Address (Optional): _____

Section Two: Signature Authorization

Under penalty of perjury my signature below affirms that the information provided above is true and accurate to the best of my knowledge.

Signature _____ Date _____

If not completed in the presence of a MCC Student Services representative, then notarization is required:

On this _____ day of _____, _____, personally appeared before me, the said named _____ known to me to be the person described in and who executed the foregoing instrument and acknowledged that he/she executed the same and being duly sworn by me, made oath that the statements in the foregoing instrument are true.

Signature of Notary Public

Commission expires: _____

Signature _____

Date _____

For Office Use Only

Complete below if the student signed this form and provided valid picture identification to a FAO representative.

FAO Representative (print name) _____ Date _____

***We recommend you make a copy of this worksheet for your records.
Submit this completed worksheet immediately to the MCC Office of Financial Aid and Veterans Affairs*** FERPA1819

If you would like for our office to correct the information on your student aid report, please read and sign the following: I agree to have my corrections sent electronically by Montgomery Community College's Office of Financial Aid and Veterans Affairs.

Student Signature _____ Date _____

Parent Signature _____ Date _____

(If Dependent Student)

We recommend you make a copy of this worksheet for your records. Submit this completed worksheet immediately to the MCC Office of Financial Aid and Veterans Affairs:

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