



## 2022-2023 VERIFICATION WORKSHEET

**V1**     
  **V3**     
  **V4**     
  **V5**     
  **V6**

INSTRUCTIONS: You were selected for one of the above marked verification; therefore, **ONLY** complete sections with the following mark

PLEASE READ: Your 2022-2023 Free Application for Federal Student Aid (FAFSA) was selected for review by the Department of Education in a process called verification. Before awarding any Federal Student Aid, we may ask you to confirm and/or document any of the information you reported on your FAFSA. To verify that you provided correct information the Office of Financial Aid & Scholarships will compare your FAFSA-ISIR with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the documents to the financial aid office. We may ask for additional information. If you have questions or need clarification about verification, contact your financial aid administrator as soon as possible to avoid any further delay on processing.

**Section 1: STUDENT INFORMATION** **V1, V3, V4, V5, V6**

Student's Last Name	Student's First Name	M.I.	Student's ID or Social Security #
Student's Street Address (Include apartment #)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

**Section 2: FAMILY INFORMATION** **V1, V5, V6**

List below all people in the household; include the name of the college for any household member who will be enrolled at least half-time in a degree, diploma, or certificate program at a postsecondary educational institution between July 1, 2022 and June 30, 2022. *If more space is needed, attach a separate page with your name and ID number at the top.*

- DEPENDENT:** List the people in the parent(s) household. Include:
- Yourself and your parents(s) (including stepparent) even if you don't live with the parents(s), and
  - Your parents' other children if your parent(s) will provide more than half of their support from July 1, 2022, through June 30, 2022, or if the other children would be required to provide parental information if they were completing a FAFSA for 2022-2023. Include children who meet either of these standards, even if they do not live with your parents.
  - Other people if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2022.

- INDEPENDENT:** List the people in your household. Include:
- Yourself and your spouse, if married
  - Your children, if you will provide more than half of their support from July 1, 2022 through June 30, 2022, or if the child would be required to provide your information if they were completing a FAFSA for 2022-2023. Include children who meet either of these standards, even if they do not live with you.
  - Other people if they now live with you, and you or your spouse provide more than half of their support and will continue to provide more than half of their support through June 30, 2022.

Name	Age	Relationship to you	College	Will be enrolled at Least Half Time
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No

<b>Section 3: INCOME VERIFICATION</b>	<b>V1, V5, V6</b>
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**A. TAX RETURN FILERS** – Important Note: IF the student (or parent, if dependent) filed, or will file, an **amended** 2020 IRS Tax Return, you must contact your financial aid administrator before completing this section.

**Instructions:** Complete this section if you, the student, (or parent if dependent), **filed or will file** a 2020 income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool that is part of the FAFSA on the Web. If you have not already used the tool, go to [FAFSA.ed.gov](https://fafsa.ed.gov), to log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2020 IRS income tax information into your FAFSA. It takes up to two weeks for the IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.*

Check the appropriate boxes that apply:

**DEPENDENT:** (check one of the following):

The student's parent(s) **have used** the IRS Data Retrieval Tool on *FAFSA on the Web* to transfer 2020 IRS income tax information into the student's FAFSA.

The student's parent(s) **have not yet** used the IRS Data Retrieval Tool on FAFSA on the web, but will use the tool to transfer 2020 IRS income tax return information into the student's FAFSA once the 2020 IRS Income Tax Return has been filed.

The student's parent(s) are **unable or chooses not to use** the IRS Data Retrieval Tool, and the parents(s) will provide the school a copy of the signed 2020 IRS Tax Return(s) or 2020 Tax Return Transcript(s). **If the parents are married, and filed separate 2020 tax returns, you must submit signed tax returns or tax return transcripts for each parent.**

**INDEPENDENT:** (check one of the following):

I, the student, **have used** the IRS Data Retrieval Tool on *FAFSA on the Web*, to transfer 2020 IRS income tax information into the student's FAFSA.

I, the student, **have not yet** used the IRS Data Retrieval Tool on *FAFSA on the Web*, but will use the tool to transfer 2020 IRS income tax return information into the student's FAFSA once the 2020 IRS Income Tax Return has been filed.

I, the student, am **unable or chooses not to use** the IRS Data Retrieval Tool, and instead will provide the school a 2020 IRS Tax Return Transcript(s). **If you are married, and you and your spouse filed separate 2020 tax returns, you must submit tax return transcripts for both you and your spouse.**

Check here if **2020 signed IRS Tax Return(s) OR Tax Return Transcript(s)** is attached to this worksheet.

Check here if a **2020 signed IRS Tax Return(s) OR Tax Return Transcript(s)** will be submitted to your school later.

To obtain an IRS tax return transcript, go to [www.irs.gov](https://www.irs.gov) and click on the "Get Transcript for My Tax Records" link, or call 1-800-908-9946. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used on the 2020 IRS income tax return). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

**B. TAX RETURN NONFILERS** – Complete this section if the student (and spouse, if married), or parent(s) (if you are a dependent) **will not file** and **is not required** to file a 2020 income tax return with the IRS.

Check the appropriate boxes that apply:

The student and spouse, if married) or parents(s) were not employed and had no income from work in 2020.

The student (and/or spouse, if married) or parent(s) were employed in 2020 and has listed below the names of all employers, the amount earned from each employer in 2020, and whether an IRS W-2 form is provided. (Attach copies of all 2020 W-2 forms issued to you (and spouse, if married) or parent(s) by employers). List every employer even if the employer did not issue an IRS W-2 form. *If more space is needed, attach a separate page with your name and student ID number at the top.*

Employer's Name	Annual Amount Earned in 2020	IRS W-2 Attached?
		<input type="radio"/> Yes <input type="radio"/> No
		<input type="radio"/> Yes <input type="radio"/> No
		<input type="radio"/> Yes <input type="radio"/> No
		<input type="radio"/> Yes <input type="radio"/> No

Note: We may require you to provide documentation from the IRS that indicates a 2020 IRS income tax return was not filed with the IRS.



<b>Section 7: IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE</b>	<b>V4, V5</b>
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**MUST BE SIGNED IN PERSON WITH A MEMBER OF THE MTEC FINANCIAL AID STAFF**

The student must appear in person at the Monongalia County Technical Education Center to verify his or her identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Education Purpose provided below:

**Statement of Educational Purpose**

I certify that I (**Print Student's Name**) \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending the Monongalia County Technical Education Center for 2022-2023.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

<b>Section 8: OTHER UNTAXED INCOME</b>	<b>V6</b>
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If any item does not apply, enter "N/A" for Not Applicable where a response is requested, or enter 0 in an area where an amount is requested.

If the student was or was not required to provide parental information on the FAFSA, answer each question below as it applies to the student (and spouse, if married) and student's parent (s) whose information is on the FAFSA.

To determine the correct annual amount for each item: If you paid or received that same dollar amount every month in 2020, multiply that amount by the number of months in 2020 you paid or received it. If you did not pay or receive the same amount each month in 2020, add together the amount you paid or received each month. *If more space is needed, provide a separate page with the student's name and ID number at the top.*

**A. Payments to tax-deferred pension and retirement savings**

List any payments (direct or withheld from earning) to tax-deferred pension and retirement savings plans (e.g., 401(k) or 403(b) plans), including, but not limited to, amounts reported on W-2 forms in Boxes 12a through 12d with codes D, E, F, G, H, and S.

Name of Person Who Made the Payment	Total Amount Paid in 2020

**B. Child Support Received**

List the actual amount of any child support received in 2020 for the children in your household.

Do not include foster care payments, adoption payments, or any amount that was court-ordered but not actually paid.

Name of Adult Who Received the Support	Name of Child for Whom Support Was Received	Amount of Child Support Received in 2020

Student's Name: \_\_\_\_\_ Student's ID or SS #: \_\_\_\_\_

**C. Housing, food, and other living allowances paid to members of the military, clergy, and others**

Include cash payments and/or the cash value of benefits received.

**Do not include** the value of on-base military housing or the value of a basic military allowance for housing.

Name of Recipient	Type of Benefit Received	Amount of Benefit Received in 2020

**D. Veterans non-education benefits**

List the total amount of Veterans non-education benefits received in 2020. Include Disability, Death Pension, dependency and Indemnity Compensation (DIC), and/or VA educational Work-Study allowances.

**Do not include** federal veterans' education benefits such as: Montgomery GI Bill, Dependents Education Association Program, VEAP Benefits, and Post-9/11 GI Bill.

Name of Recipient	Type of Veterans Non-Education Benefits	Amount of Benefit Received in 2020

**E. Other untaxed income**

List the amount of other untaxed income not reported and not excluded elsewhere on this form. Include untaxed income such as workers' compensation, disability, Black Lung Benefits, untaxed portions of health savings accounts from IRS Form 1040 Line 25, Railroad Retirement Benefits, etc.

Do not include any items reported or excluded in A – D above. In addition, do not include student aid, Earned Income Credit, Additional Child Tax Credit, Temporary Assistance to Needy Families (TANF), untaxed Security benefits, Supplemental Security Income (SSI), Workforce Investments ACT (WIA) educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion, or credit for federal tax on special fuels.

Name of Recipient	Type of Other Untaxed Income	Amount of Other Untaxed Income Received in 2020

**F. Money received or paid on the student's behalf**

List any money received or paid on the student's behalf (e.g., payment of student's bills) and not reported elsewhere on this form. Enter the total amount of cash support the student received in 2020. Include support from a parent whose information was not reported on the student's 2022-2023 FAFSA, but do not include support from a parent whose information was reported. Amounts paid on the student's behalf also include any distributions to the student from a 529 plan owned by someone other than the student or the student's parents, such as grandparents, aunts, uncles, of the student.

Purpose: e.g., Cash, Rent, Books	Amount Received in 2020	Source

Student's Name: \_\_\_\_\_ Student's ID or SS #: \_\_\_\_\_

G. Additional Information:

So that we can fully understand the student's family's financial situation, please provide below information amount any other resources, benefits, and other amounts received by the student and any members of the student's household. This may include items that were not required to be reported on the FAFSA or other forms submitted to the financial aid office, and include such things as federal veteran's education benefits, military housing, SNAP, TANF, etc. IF more space is needed, attach a separate page with the student's name and ID number at the top.

Name of Recipient	Type of Financial Support	Annual Amount of Financial Support Received in 2020

Please provide an explanation of any support received and not listed in any of the prior selections, including non-monetary assistance:

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<b>Section 9: CERTIFICATION AND SIGNATURE</b>	<b>V1, V3, V4, V5, V6</b>
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Each person signing below certifies that all of the information reported is complete and correct. The student must sign this worksheet. IF married, the spouse's signature is optional. If dependent, at least one parent must sign.

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Spouse's Signature (Optional)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Parent's Signature (if Dependent)

\_\_\_\_\_  
(Date)