



2018-2019 DEPENDENT VERIFICATION WORKSHEET

Your 2018–2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, the Financial Aid Office may ask you to confirm the information you and your parent(s) reported on your FAFSA. To verify that you provided correct information, the Financial Aid Office will compare your FAFSA 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 and at least one parent whose information was submitted on the FAFSA must complete and sign this worksheet, attach any required documents, and submit this form and the required documents to the Financial Aid Office.

A. Student's Information

 Last Name

First Name

Middle

 Massasoit Student ID#

 Street Address

City

State

Zip Code

 Preferred Phone Number

B. Number of Household Members and Number in College

List the members of your parent(s)' household below. If your parents (biological and/or adoptive) are not married to each other and are living together, or if they are separated or divorced and are living together, you must list both parents below and provide information about both of them, regardless of their gender. Be sure to include:

- Yourself (list yourself on the first line of the grid below).
- Your parent(s) (including a stepparent) even if you do not live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their 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 2018–2019. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s), and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

Full Name	Age	Relationship to student	Name of the COLLEGE the person will be attending at least half-time between 7/1/18-6/30/19 (if applicable):
		<i>Self</i>	<i>Massasoit Community College</i>

C. STUDENT TAX AND INCOME INFORMATION (complete only one of the questions below):

SECTION 1: ONLY complete this section if you filed, or will file, a 2016 Income Tax Return (Form 1040, 1040A, 1040EZ).

If you filed a 2016 IRS Income Tax Return and **have not used** the IRS Data Retrieval Tool in the FAFSA, you are required to submit a 2016 IRS Tax Return Transcript to complete federal verification. We also require legible copies of all of your W-2 forms (or a Wage and Income Transcript from the IRS). Please see page 5 for instructions on how to obtain a Tax Return Transcript.

Check the one box that applies:

- I have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2016 IRS income information into either the initial FAFSA or when making a correction to the FAFSA.

- I am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the Financial Aid Office a **2016 IRS Tax Return Transcript and W-2 forms** —not a photocopy of my income tax return.

SECTION 2: ONLY complete this section if you did not file, and were not required to file, a 2016 Income Tax Return.

Check the one box that applies:

- I was not employed and had no income from work in 2016.

- I was employed in 2016 and I have listed below the names of all of my employers and the amount that I earned from each employer in 2016. *If you checked this box, you must submit* copies of all 2016 IRS W-2 forms issued to you or 2016 IRS Wage and Income Transcript from the IRS. *List all employers even if they did not issue a W-2 form.*

Employer's Name	2016 Amount Earned

Student Name: _____ Massasoit Student ID#: _____

PARENT TAX AND INCOME INFORMATION (complete only one of the questions below):

Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

SECTION 1: ONLY complete this section **if your parent(s) filed, or will file, a 2016 IRS Income Tax Return** (Form 1040, 1040A, 1040EZ).

If your parent(s) filed a 2016 IRS Income Tax Return and **have not used** the IRS Data Retrieval Tool in the FAFSA, they are required to submit a 2016 IRS Tax Return Transcript(s) to complete federal verification. We also require legible copies of all W-2 forms (or a Wage and Income Transcript from the IRS). If your parents are married, and separate 2016 tax returns were filed, a 2016 IRS Tax Return Transcript must be submitted for each parent. Please see page 5 for instructions on how to obtain a Tax Return Transcript.

Check the one box that applies:

- Parent(s) have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2016 IRS income information into either the initial FAFSA or when making a correction to the FAFSA.
- Parent(s) are unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and they will submit to the Financial Aid Office a **2016 IRS Tax Return Transcript and W-2 forms** —not a photocopy of their income tax return.

SECTION 2: ONLY complete this section if your parent(s) **did not file**, and were not required to file, a 2016 Income Tax Return with the IRS.

To complete federal verification, all parents that did not file a 2016 tax return are required to provide documentation from the IRS, or relevant tax authority, dated on or after October 1, 2017, that clearly indicates a 2016 IRS income tax return was not filed. **See page 6 for instructions on how to obtain a “Verification of Non-filing letter” from the IRS.**

Check the one box that applies:

- Neither parent was employed and neither had income from work in 2016. **You must provide IRS documentation of your parent(s)’ non-filer status. See page 6 for instructions on how to obtain a “Verification of Non-filing letter” from the IRS.**
- One or both parents were employed in 2016 and I have listed below the names of all of their employers and the amount that they earned from each employer in 2016. *If you checked this box, you must submit copies of all 2016 IRS W-2 forms issued to your parent(s) or a 2016 IRS Wage and Income Transcript from the IRS. List all employers even if they did not issue a W-2 form. In addition, you must provide IRS documentation of your parent(s)’ non-filer status. See page 6 for instructions on how to obtain a “Verification of Non-filing letter” from the IRS.*

Parent Name	Employer’s Name	2016 Amount Earned

Student Name: _____ Massasoit Student ID#: _____

D. Certification and Signatures

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

Each person signing this worksheet certifies that all of the information reported on this form is complete and correct.

The student and one parent must sign and date below:

Student's Signature

Date

Parent's Signature

Date

Forward this completed form to:

**The Financial Aid Office
Massasoit Community College
One Massasoit Blvd.
Brockton, MA 02302**

Frequently Asked Questions and Disclosures

Why was I selected for verification?

There are various reasons why a FAFSA applicant may be selected for verification by the Department of Education, or Massasoit staff. Perhaps the FAFSA included estimates of federal income tax information and the actual information now needs to be confirmed. Or maybe the FAFSA was submitted with data that appears inconsistent or unusual, or includes the type of information that is frequently misreported. Finally, you may have been selected for verification through a random process used to get a sampling of how accurately families fill out the FAFSA. Each year approximately 30-40% of our applications are selected for verification.

What is the deadline to submit verification paperwork for the 2018-19 year?

For Pell Grant applicants, all verification documents must be received and processed by Massasoit Community College no later than 120 days after your last date of enrollment for the 2018-2019 academic year, or September 21, 2019, whichever is earlier. Loan recipients must complete the verification and loan acceptance processes prior to ceasing enrollment as at least a half-time student.

What happens if I do not provide the verification information requested?

If you do not provide the verification documentation, you are not eligible for most federal, state, and institutional financial aid. Therefore, please submit the requested verification information promptly to avoid a delay in your financial aid application processing.

How to Obtain a Tax Transcript from the IRS

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

- **Get Transcript by MAIL** – Go to www.irs.gov, click "Get Your Tax Record." 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, click "Get Your Tax Record." 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.

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 Filed Non-IRS Income Tax Returns

- A tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico and the U.S. Virgin Islands may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.
- A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information.
- A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, should submit a transcript obtained from the foreign tax authority. Information should be translated into English and converted into US dollars. If a free transcript is not available, you must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of the income tax return that was filed with the relevant tax authority. Information should be translated into English and converted to US dollars.

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.

How to Obtain a Verification of Non-filing letter from the IRS

An IRS Verification of Non-filing Letter will provide proof from the IRS that there is no record of a filed tax form (1040, 1040A, or 1040EZ) for the year you have requested. For the 2018-2019 academic year, you will be requesting a verification letter for 2016. Non-Tax filers can request an IRS Verification of non-filing, free of charge from the IRS in one of the following ways:

Online Request @ www.irs.gov:

- Click on “Get your Tax Record,” then click “Get Transcript Online.”
- Enter Social Security Number, email address, filing status, and account numbers for loan or credit card associated with your name, and mobile phone associated with your name.
 - *If you are unable to and/or do not have accounts in your name that meet the identity validation requirements, you will either need to request the form by PHONE or by PAPER-you CANNOT request the transcript to be mailed via the IRS website.*
- Click “Continue”
- Select "**Verification of Non-filing Letter**" and in the Tax Year field, select "**2016**".
- If successfully validated, you will be able to view and print your IRS Verification of Non-filing Letter.

By Phone @ 1-800-908-9946:

- Follow the prompts to enter social security number and the numbers in your street address.
- Select "**Option 2**" to request an **IRS Verification of Non-filing Letter** and then enter "**2016**".
- If successfully validated, you can anticipate receiving a paper IRS Verification of Non-filing Letter to the address used in the phone request within 5 to 10 days.

By Paper using IRS form 4506-T. This is the **ONLY** option for individuals who have never filed a tax return with the IRS. How to complete the IRS Form 4506-T:

- Complete lines 1 – 4, following the instructions on page 2 of the form.
- Line 3: enter the non-filer's street address and zip or postal code.
- Line 7: Select the checkbox on the right hand side for **Verification of Non-filing**.
- Line 9: Year or period requested field, enter **12/31/2016**.
- The non-filer must sign and date the form and enter their telephone number. Only one signature is required when requesting a joint IRS Verification of Non-filing Letter.
- Mail or fax the completed IRS Form 4506-T to the address (or FAX number) provided on page 2 of Form 4506-T.
- If the form 4506-T information is successfully validated, tax filers can expect to receive a paper IRS Verification of Non-filing Letter at the address provided on their request within 10 to 15 days.

Please note: Instead of a “Verification of Non-filing” letter, we can also accept any IRS document (such as a Form 13873 or Tax Account Transcript) that clearly indicates that the IRS does not have a tax return record on file for 2016.

What happens if my parents live outside the U.S and cannot obtain the IRS Verification of Non-filing Letter?

Individuals from a U.S. territory or commonwealth (Puerto Rico) or a foreign central government who are not required to file an income tax return under that taxing authority's rules must submit the following:

A signed and dated statement certifying:

- The sources and amounts of *all* of the individual(s) income in 2016, converted to U.S. dollars, and
- That the individual(s) has not filed and is not required to file taxes in 2016 in his/her country, and the name of that country,

AND

Documentation from the taxing authority that the individual(s) did not file a tax return.

- If such documentation does not exist, or if the individual(s) is unable to obtain the documentation, the individual must include in his/her signed statement a certification stating that that the tax authority does not provide such documentation **or** that the individual was unable to obtain the documentation after contacting the tax authority.