



Mount Aloysius College
 Financial Aid Office
 7373 Admiral Peary Highway
 Cresson, PA 16630

Phone: (814)886-6357
 Fax: (814)886-6463
 Email: financialaid@mtaloy.edu

2019-2020 Verification Process Instructions

Your FAFSA has been selected for review in a process called “verification”. **Failure to respond with all required documents will result in the cancellation of all federal financial aid (grants and/or loans).** If there are differences between your FAFSA information and the verification documents, we will make the corrections.

What you must do now:

1. If you **and** your spouse or parent(s) if applicable did not successfully link your taxes using the IRS data retrieval then refer to the verification brochure for further instructions.
2. Complete and sign this 2019-2020 verification worksheet. If you are a dependent student, please make sure one of your parents also signs the worksheet.
3. Bring, fax, email or mail the completed worksheet and any other required documents to the address or fax number above.

Verification Process Deadlines

You must complete the verification process before your final eligibility for financial aid can be determined. **We strongly recommend all documents be submitted within 14 days of receipt of this verification notice.** If you do not complete the verification process, you forfeit federal student aid eligibility.

Please follow the verification checklist to ensure that you are submitting all documentation that may be required.

Verification Checklist

Document(s) Required	Student	Spouse	Mother/ Stepmother	Father/ Stepfather
*Federal 2017 tax return transcript (required if you didn't use IRS data retrieval) Read instructions in the verification brochure. . If you did not file federal taxes you must submit a confirmation of non-filing status from the IRS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2019-2020 Verification Worksheet (attached) Be sure to complete all sections. If amounts are zero, please write \$0. <u>All incomplete worksheets will be returned.</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of all 2017 W-2's (even if not filing a 2017 federal tax return, be sure to submit W-2's for all jobs worked)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule C, Schedule F or schedule K1 (if you own a Business, Farm, partnership or S corp)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you paid child support in 2017, you must supply proof of all child support paid. Acceptable documentation can be state agency documentation or a notarized statement from the payee. Documentation must list payee, payer, name and age of child(ren), and total amount paid in 2017.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you receive SSI (Supplemental Security Income) we will need determination documentation from that agency of benefits received.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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2019-2020 Verification Worksheet

A. Student Information

Last Name _____ First Name: _____ MI: _____
 Social Security #: _____ Phone: _____

B. Dependency Status and Family Information (Please check the box that indicates your status)

Dependent Student*

Please include:

- You and your parent(s)
- Your parents' dependent children,
if your parents will provide more than 1/2 of their support

**A student is considered dependent if he/she was required to provide parental data on the FAFSA.*

Independent Student*

Please include:

- You and your spouse, if married
- Your dependent children, **if you provide more than 1/2 of their support.**

**A student is considered independent if he/she was not required to provide parental data on the FAFSA.*

If Independent list other people as part of your household only if they now live with you **AND** you provide **more than 1/2** of their support **AND** will continue to provide more than 1/2 of their support from July 1, 2019 through June 30, 2020. **If Dependent** list other people as part of your household only if they now live with your parents **AND** your parents provide **more than 1/2** of their support **AND** will continue to provide more than 1/2 of their support from July 1, 2019 through June 30, 2020.

Full Name	Age	Relationship to student	College (will be at least 1/2 time between 07/01/19 to 06/30/20 and enrolled in a degree or certificate program)
		Self	Mount Aloysius College

Student (and Spouse, if married) Tax Forms and Income Information, Check one of the appropriate boxes below:

- Yes, I/We filed a 2017 Federal Tax Return.*Please include W-2's.
- No, I/We did not, will not and am/are not required to file a 2017 Federal Tax Return. If you are a Independent Student You must request a confirmation of non-filing by printing a 4506T form at IRS.gov, completing it checking box 7 and faxing it to the appropriate office.

Please sign here if you did not file a 2017 Federal Tax Return: _____

**If you did not file a tax return, but still have income from work in 2017 please list below and supply copies of any W-2s.*

Source _____ 2017 Amount Earned\$ _____
 Source _____ 2017 Amount Earned\$ _____

Parent(s)' Tax Forms and Income Information (for Dependent Students Only), Check one of the appropriate boxes below:

- Yes, my parent(s) filed a 2017 Federal Tax Return.*Please include W-2's.
- No, my parent(s) did not, will not and are not required to file a 2017 Federal Tax Return. You must submit a confirmation of non-filing letter from the IRS. You can get a letter of nonfiling from the IRS through a 4506-T document(box 7).

Parent please sign here if you did not file a 2017 Federal Tax Return: _____

**If your parent(s) did not file a tax return, but still have income from work in 2017 please list below and supply copies of any W2's.*

Source _____ 2017 Amount Earned\$ _____
 Source _____ 2017 Amount Earned\$ _____

C. 2017 Tax and Income Information

If you and/or your spouse or your parent(s) filed a 2017 Federal Tax Return, please return to www.fafsa.gov and use the IRS Data Retrieval Tool to import your official 2017 tax information in the FAFSA. If you or your parent(s) are not eligible to use the IRS Data Retrieval Tool you and your parent(s) are required to submit a 2017 Tax Return Transcript from the Internal Revenue Service. To request a transcript, visit www.IRS.gov or call 1-800-908-9946.

Student:

- I and/or my spouse have opted to use the IRS Data Retrieval Tool and attached all 2017 W-2 forms.
- I have attached a copy of our 2017 Tax Return Transcript(s) from the IRS and all W-2 forms.
- I will not and was not required to file a 2017 Federal Tax Return and have attached a confirmation of non-filing and all 2017 W-2 Forms if applicable.
- I did not receive a W-2 Form for 2017.

Parent:

- I have opted to use the IRS Data Retrieval Tool and attached all 2017 W-2 forms.
- I have attached a copy of our 2017 Tax Return Transcript(s) from the IRS and all W-2 forms.
- I will not and was not required to file a 2017 Federal Tax Return and have attached a confirmation of non-filing and all 2017 W-2 Forms if applicable.
- I did not receive a W-2 Form for 2017

Untaxed Income and Benefits and Income Exclusions in 2017. Please indicate your and your parents(if dependent) untaxed income below. Enter "0" if the amount is zero. The form will be returned to you if you leave any blanks.

Student(spouse)	Income Source/Exclusion	Parent(s) (step parent)
/yr	Child support received for all children. Do not include foster care or adoption payments.	/yr
/yr	Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits)	/yr
/yr	Veterans' non-education benefits, such as disability, Death Pension, Dependency & Indemnity Compensation (DIC), and or VA Educational Work-Study allowances.	/yr
/yr	Any other untaxed income or benefits not reported elsewhere, such as worker's compensation or disability, etc. Don't include , student aid, earned income credit, additional child tax credit, welfare payments, Workforce investment Act Educational benefits, combat pay, benefits from flexible spending arrangements, foreign income exclusions or credit for federal tax on special fuels.	/yr
/yr	Cash received, or any money paid on your behalf (e.g., bills), not reported elsewhere on this form.	/yr
/yr	Payments to tax-deferred pension and savings plan (paid directly or withheld from earnings), including, but not limited to, amounts reported on W-2 forms in boxes 12a through 12d, codes D, E, F, G, H and S	/yr
/yr	Taxable earnings from federal Work-Study or other need based work programs earned in 2017.	/yr
/yr	Combat pay or special combat pay. Only enter the amount that was taxable and included in the adjusted gross income. Do not enter untaxed combat pay reported on the W-2(Box 12, Code Q)	/yr
/yr	Taxable grant or scholarship aid reported to the IRS in your Adjusted Gross Income. (You must submit page one of tax return showing that you claimed this in your AGI)	/yr

*Child Support PAID in 2017: **Complete and Submit: Child Support Paid Verification Form**

Check if any one in the household received:

- SNAP (Food Stamps) \$_____month SSI (Supplemental Security Income)\$_____month *we will need determination documentation from that agency of benefits received in 2017. MEDICAID_____

D. Sign This Worksheet

By signing this worksheet, I (we) certify that all of the information reported to qualify for federal financial aid is complete and correct. I (we) understand that giving false or misleading information on this worksheet can result in a fine, jail sentence, or both. (If Dependent at least one parent must sign this form)

Student Signature

Date

Parent Signature (if dependent)

Date