



# MarymountManhattan

## 2019-2020 Dependent Verification Worksheet

Student's Last Name	First Name	M.I.	MMC ID Number
Student's Cell Phone		Student's Date of Birth	

### A. Document Checklist:

Your 2019–2020 FAFSA was selected for Federal Verification. To verify that you provided correct information, we compare your FAFSA data with the information on this form and other required documents. If there are differences, your FAFSA data may be corrected. Additional information may be requested. Visit [www.mmm.edu/verification](http://www.mmm.edu/verification) for additional instructions.

#### In addition to this form, provide our office with the following:

- Parents use of the IRS Data Retrieval Tool **OR** 2017 IRS Tax Transcript for Parents, if filed
- 2017 W2s for Parents, if wages earned
- Student use of the IRS Data Retrieval Tool **OR** 2017 IRS Tax Transcript for Student, if filed
- 2017 W2s for Student, if wages earned

**WE CANNOT PROCESS YOUR FINANCIAL AID UNTIL VERIFICATION HAS BEEN COMPLETED, SO PLEASE PROVIDE THE REQUIRED DOCUMENTS AS SOON AS POSSIBLE.**

### B. Parent's Marital Status: Check the box that applies

- Married/Remarried     Never Married     Divorced or Separated     Unmarried and both parents living together     Widowed

**NOTE:** *If parents are married/remarried, or unmarried and living together, we require tax information for their partner*

### C. Household Information:

List below the people in your parent(s)' household. Be sure to include:

- The student
- Parents (including stepparents) even if the student does not live with the parents
- Parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2019-June 30, 2020 or if the other children would be required to provide parental information if they were completing a FAFSA for 2019-2020. Include children who meet either of these standards, even if they do not live with your parent(s)
- If anyone listed below was not claimed on your parent(s)' federal tax return, explain why in the Explanation Section

Include the name of the college for students who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2019 and June 30, 2020. **DO NOT INCLUDE PARENTS ATTENDING COLLEGE.** If more space is needed, attach a separate page with the student's name and MMC ID number at the top

Full Name	Age	Relationship	College Name	Half-time/ Full Time	Expected Grad Date
		<b>Self</b>	<b>Marymount Manhattan College</b>	<b>Full-Time</b>	

**Explanation Section:** \_\_\_\_\_

Student Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MMC ID: \_\_\_\_\_

**D. Student Income Information:** CHECK ONE BOX BELOW AND COMPLETE TABLE

- The student was not employed, had no income earned in 2017, and was not required to file.
- The student had earnings in 2017 and was not required to file.
- The student filed taxes and used the IRS Data Retrieval Tool (DRT) to transfer 2017 IRS tax info to the FAFSA.
- The student filed and was unable or chose not to use the IRS DRT and instead will provide the school a **2017 IRS Tax Return Transcript**

List below the names of all employers, the amount earned from each in 2017, and how payment was issued. List every employer you received earnings from. If you had no earnings, please indicate \$0 earned and N/A.

Employer's Name	2017 Earnings	Payment Type (check one)
		<input type="checkbox"/> W2 <input type="checkbox"/> 1099 <input type="checkbox"/> Cash/Check
		<input type="checkbox"/> W2 <input type="checkbox"/> 1099 <input type="checkbox"/> Cash/Check
		<input type="checkbox"/> W2 <input type="checkbox"/> 1099 <input type="checkbox"/> Cash/Check

**Provide copies of all 2017 IRS W-2 and 1099 forms issued to the student by his/her employer.**

**E. Parent Income Information:** CHECK ONE BOX BELOW AND COMPLETE TABLE

- Neither parent was employed, nor had any income earned in 2017, and was not required to file. **Parent(s) will provide Verification of Non-Filing from the IRS.**
- One or both parents had earnings in 2017 and neither was required to file a return. **Parent(s) will provide Verification of Non-Filing from the IRS.**
- The parents filed taxes and used the IRS Data Retrieval Tool (DRT) to transfer 2017 IRS tax info to the FAFSA.
- The parents filed and were unable or chose not to use the IRS DRT and instead will provide the school a **2017 IRS Tax Return Transcript**

List below the names of all employers, the amount earned from each in 2017, and how payment was issued. List every employer you received earnings from. If you had no earnings, please indicate \$0 earned and N/A.

*Information below applies to each parent included in household*

Parent Name	Employer's Name	2017 Earnings	Payment Type (check one)
			<input type="checkbox"/> W2 <input type="checkbox"/> 1099 <input type="checkbox"/> Cash/Check
			<input type="checkbox"/> W2 <input type="checkbox"/> 1099 <input type="checkbox"/> Cash/Check
			<input type="checkbox"/> W2 <input type="checkbox"/> 1099 <input type="checkbox"/> Cash/Check

**Provide copies of all 2017 IRS W-2 or 1099 forms issued to the parent(s) by his/her employer.**

**F. Certification & 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.

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Submit to our office **CSS Drop box:** <https://www.mmm.edu/offices/center-for-student-services/css-dropbox/index.php>

**Mailing Address:** Office of Financial Aid • 221 East 71<sup>st</sup> Street • NY, NY 10021