

Student's Name: _____ Student ID# _____

You are receiving this form because your Free Application for Federal Student Aid (FAFSA) was selected for this additional process to complete your initial application for federal, state, and institutional student financial aid. Your eligibility for financial aid cannot be determined without this information. Refer to the Checklist below for instructions on what you need to do. This process may take 15-20 business days, but during peak processing times it may take longer.

QUESTIONS

Is there a deadline for Verification?

Your eligibility for financial aid cannot be determined until verification is complete – so the deadline you should adhere to is: “AS SOON AS POSSIBLE.” If you need financial aid to help you pay for your college expenses (tuition, fees, books, etc.), then it is in your best interest to complete the instructions within the Checklist as soon as possible. (Keep in mind, tuition/fees are due by the first day of each semester.)

Federal regulations allow applicants up to 120 days after the last day of attendance to complete Verification for Federal Pell Grant consideration only; however, if financial aid eligibility cannot be determined while you are enrolled, you may be charged a late payment fee, be dropped from your classes, or sent to collections, per the institution's policy for non-payment.

How did I get selected for Verification?

The U.S. Department of Education (DOE) requires reviews of federal student aid applications to check the accuracy of the data. In some cases, the college may verify more applications by using our own selection criteria. Or, it may be needed to resolve conflicting data. Please Note: the DOE may select your application at a later date for Verification of additional items. If this happens to you, you must complete the subsequent request to be eligible for federal and state financial aid programs and you may lose aid previously awarded if you do not comply.

Who reviews my file?

All forms used in Verification are sent to the Financial Aid Office at MACC. A financial aid administrator will compare information on the documents. All information is confidential.

What if conflicting information or mistakes are found?

If any items are found to be conflicting with information originally reported on your FAFSA, additional supporting documentation will be requested to resolve the issue(s). If any items have to be corrected, the Financial Aid Office at MACC will send changes to the U.S. Department of Education's Central Processing Center electronically. Corrections could affect financial aid estimates sent to you earlier. The Financial Aid Office will send you a revised Award Letter if any amounts change. You should not make any changes after the new transaction is processed.

**If you have any questions while completing this form
contact the Financial Aid Office
at: (660) 263-4100 ext. 11301
or, by email at: finaid@macc.edu***

***Do not email any documents containing Personal Identifiable
Information (such as Social Security Numbers)**

CHECKLIST

Send the following documents to the Financial Aid Office as soon as possible to avoid delays. If you do not provide all required documentation listed below, your financial aid cannot be processed.

- Be sure all forms are signed and dated.
- Do not skip sections. Put N/A or “0” if it doesn't apply.
- Send all forms at the same time.
- Respond promptly to requests for additional information.

Complete and sign this 2023-2024 Verification Worksheet.

If you (the student) did not utilize the Internal Revenue Service (IRS) Data Retrieval Tool (DRT) when completing your FAFSA and are unable to update your FAFSA using the IRS DRT, you must submit a **signed copy of your 2021 Income Tax Return provide schedule 1, schedule 2 and/or schedule 3 (if applicable)—OR- a **copy of your 2021 IRS Tax Return Transcript** (you must include your spouse's tax return/transcript (or a joint return/transcript, if married). You may request a FREE tax return transcript from the IRS at 1-800-908-9946, online at www.irs.gov, or by completing IRS Form 4506T-EZ.**

If your parent(s) did not utilize the IRS DRT when completing your FAFSA and are unable to update your FAFSA using the IRS Data Retrieval Tool, you must submit a **signed copy of your parent(s) 2021 IRS Tax Return provide schedule 1, schedule 2 and/or schedule 3 (if applicable) —OR- a **copy of their 2021 Tax Return Transcript** (if student is dependent by government definition for aid purposes). You may request a FREE tax return transcript from the IRS at 1-800-908-9946, online at www.irs.gov, or by completing IRS Form 4506T-EZ.**

If you, or your parents (if applicable), filed an amended IRS tax return for 2021, you must provide both of the following: 2021 IRS Tax Return Transcript, or Tax Return, (or use IRS DRT); AND a signed copy of the 2021 Form 1040X, “Amended U.S. Individual Tax Return”, filed with the IRS.

NON-TAX FILERS ONLY: Refer to instructions on page 3. *Independent students* must submit IRS Verification of Non-Filing Letter dated on or after October 1, 2022 AND copies of all 2021 W-2 Forms. Include spouse's W-2(s) and Tax Return (if they filed), if married. *Dependent students* are exempt from the non-filing letter requirement; however, dependent students must sign the statement of non-filing on page 3 of this document and submit copies of all 2021 W-2 Forms, **AND your parents must submit the IRS Verification of Non-Filing Letter dated on or after October 1, 2022 AND copies of all 2021 W-2 Forms. FREE wage and income transcripts are available from the IRS at 1-800-829-1040.**

A. Student Information

Student's Name: _____

MACC Student ID or SSN: _____

Complete Address: _____

Date of Birth: _____

Contact Phone Number: _____

B. Family Information

Dependent

(If you were required to provide parent information on FAFSA)

List the people in your parents' household, including:

- Yourself
- Your parent(s) (even if you do not reside in their home)
(If you are confused about who is considered your parent, see the "Who Is My Parent" brochure at www.macc.edu/financial-aid-forms)
- Your parent(s) dependent children (include other children who are required to provide parental information if they were completing a FAFSA for 2023-2024 even if they do not live with your parents).

Independent

(If you did not have to provide parent information on FAFSA)

List the people in your household, including:

- Yourself, and your spouse if you have one
- Your dependent children (if you provide more than half of their support)

Include other people as part of your family only if:

- They lived with you and received more than half their support from you (or your spouse) at the time you completed your student aid application **-AND-** they will continue to receive more than half their support from you from July 1, 2023 through June 30, 2024.
- Write the names of all household members who meet the criteria above.
- Also write in the name of the college for any household member, excluding your parent(s), who will be attending college, at least half-time between July 1, 2023 through June 30, 2024, and will be enrolled in a degree or certificate program. **DO NOT** include siblings in U.S. military service academies as members in college. If you need more space, attach a separate page.
 - **DO NOT** include foster children.
 - If you, or your parents (if dependent), were separated at the time the FAFSA was completed, you must complete the MACC Proof of Separation form (found online at www.macc.edu/FinancialAid).

Full Name	Age	Relationship	College (Attending 2023-2024)
		Self	Moberly Area Community College

C. Student's Income Information (all applicants) and spouse's (if applicable)

- C-1:** Did you, or are you required to, file a tax return for 2021? (Check one): YES NO (skip to question C-2)
 Were you able to use the IRS Data Retrieval Tool to complete the FAFSA? YES (skip to section E) NO
You must attach a signed copy of your 2021 Federal Tax Return Form 1040 include schedule 1, schedule 2 and/or schedule 3 (if applicable) –OR- 2021 Tax Return Transcript from the IRS for you (and your spouse, if married). You may request a FREE copy of your tax return transcript from the IRS online: www.irs.gov, by phone: 1-800-908-9946, or by completing IRS Form 4506T-EZ. If you filed a tax return from Puerto Rico or a foreign income tax return, please attach a copy.
- C-2:** I am a Dependent Student, according to the definitions used to complete my FAFSA. YES NO (skip to C3)
 ➤ **Sign this statement and the proceed to C4**
I have not filed a 2021 U.S. Income Tax Return and I am not required to file income taxes for 2021. I have listed both the source and amount of income earned from work below.
Dependent Student Signature/Date: _____
- C-3:** I am an Independent student according to the definitions used to complete my FAFSA. YES NO
 ➤ **You (and your spouse) must provide an IRS Verification of Non-Filing Letter dated on or after October 1, 2022.** An IRS Verification of Non-filing Letter can be obtained online using the IRS Get Transcript service www.irs.gov or by completing and checking box 7 on the IRS Form 4506-T.
 ➤ **Proceed to C4**
- C-4:** **ALL NON-TAX FILERS (INDEPENDENT AND DEPENDENT STUDENTS) If you did not file** and are not required to file a 2021 U.S. Income Tax Return, list below your (and your spouse's) employer(s) and any income received in 2021. **You (and your spouse) must provide copies of all 2021 W-2 forms.** If you do not have a copy, you can request a FREE wage and income transcript from the IRS by completing the IRS Form 4506-T, a copy of this form may be found at www.irs.gov.

Sources	Student (or Spouse) Name	2021 Amount
a.		\$
b.		\$
c.		\$

D. Parent(s) Income Information (dependent students only)

- D-1:** Did you, or are you required to, file a tax return for 2020? (Check one): YES NO (skip to question D-2)
 Were you able to use the IRS Data Retrieval Tool (DRT) to complete the FAFSA? YES (skip to section E) NO
You must attach a signed copy of your 2021 Federal Tax Return Form 1040 include schedule 1, schedule 2 and/or schedule 3 (if applicable) –OR- 2021 Tax Return Transcript from the IRS, and your spouse's Tax Return Transcript or Tax Return, if filed separately; or, have your student log in to his/her FAFSA and use DRT. You may request a FREE copy of your tax return transcript from the IRS online: www.irs.gov, by phone: 1-800-908-9946, or by completing IRS Form 4506T-EZ. If you filed a tax return from Puerto Rico or a foreign income tax return, please attach a copy.
- D-2:** **If you did not file** and are not required to file a 2021 U.S. Income Tax Return, list below your employer(s) and any income received in 2021. **You (and your spouse) must provide an IRS Verification of Non-Filing Letter dated on or after October 1, 2022, and a copy of all 2021 W-2 forms.** An IRS Verification of Non-filing Letter can be obtained online using the IRS Get Transcript service www.irs.gov or by completing and checking box 7 on the IRS Form 4506-T. If you do not have a copy of your W-2 forms, you can request a FREE wage and income transcript from the IRS at 1-800-829-1040. Please note, by signing this document you are certifying that you are not required to file income taxes for 2021, and both the source and amount of income earned from work as reported on the FAFSA are correct.

Sources	Parent Name	2021 Amount
a.		\$
b.		\$
c.		\$

Your documents will be reviewed faster if they arrive as a group rather than one at a time – all documents should have your name, SSN, and/or MACC Student ID# included. Please allow 15-20 business days for processing. Attach all supporting documents to this form when submitting.

Please send documents to:

Moberly Area Community College, Financial Aid Office, 101 College Avenue, Moberly, MO 65270-1304 / Fax Number: (660) 269-9538

E. Sign this worksheet: By signing this worksheet, I/we certify all the information reported on it is complete and correct. I have attached all required documents as outlined in the Checklist on page one. (At least one parent must sign, if dependent.) By signing this form, I agree to provide information that will verify the accuracy of my information, if requested. If I purposely give false or misleading information, I will be referred to the United States Department of Education's Inspector General. **Additionally, I understand MACC will make changes to my FAFSA in order to resolve conflicting information and/or to reflect accurate data.**

Student Signature _____

Date _____

Parent Signature _____

Date _____

IRS Tax Return Transcript Request Process

Tax transcripts are FREE and can be requested from the IRS

Online Request

- Available on the IRS Web site at www.irs.gov
- On the homepage click “**Get My Tax Record**”



- You will have two options: **Get Transcript Online** - or - **Get Transcript by Mail**
- If you do not have the documents needed for the option ‘**Get Transcript Online**’, we recommend selecting the option ‘**Get Transcript by Mail**’
- Enter the tax filer’s Social Security Number, date of birth, street address, and zip or postal code. The address must be entered exactly as it appears on the return that was filed.
- Click “Continue”
- In the Type of Transcript field, select “**Return Transcript**”.
- In the Select Tax Year field, select “**2020**”
- Click “**Continue**”
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days from the time the on-line request was successfully transmitted to the IRS.
- NOTE: IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.

Telephone Request

- Available from the IRS by calling 1-800-908-9946
- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally, this will be numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Select “**Option 2**” to request an IRS Tax Return Transcript and then enter “**year**”.
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request, within 5 to 10 days from the time the IRS receives the request.
- IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.