

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.

What is the IRS Data Retrieval Tool?

The IRS Data Retrieval Tool (DRT) is part of FAFSA on the Web. If you have not already used the tool, you may go to www.FAFSA.gov, 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 (or your parents) are eligible to use the IRS DRT to transfer 2021 IRS income tax information into your FAFSA. Please note: It takes two weeks for IRS income information to be available for the IRS DRT for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

CHECKLIST

Send the following documents to the Financial Aid Office.

FAILURE TO PROVIDE ALL REQUIRED DOCUMENTATION LISTED IN THIS CHECKLIST WILL RESULT IN DELAYED PROCESSING OF YOUR FINANCIAL AID!

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 include 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 include 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– a copy of the 2021 Tax Return; 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) (or tax return) 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.**
- Official High School Transcript or GED/HiSET scores must be on file in the MACC Registrar's Office.
- A valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. (a student ID is not valid). Note: expired documents are not valid.

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

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 |
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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 2021? (Check one): ___ YES ___ NO (skip to question D-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 (and your spouse, if filed separately) from the IRS 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. | | \$ |

E. Identity and Statement of Educational Purpose

You must appear in person at MACC to verify your 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. MACC will maintain a copy of the photo ID that is annotated with the date it was received and the name of the authorized staff at MACC who collected the documents. Note: Expired documents are not valid.

In addition, the student must sign, in the presence of the institutional official, the following:

Statement of Educational Purpose

I certify that I _____ (*print your 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 Moberly Area Community College for 2023-2024.

You must appear in person at the time this document is signed in the presence of MACC Financial Aid or other authorized staff. If you cannot return this document in person, you must sign in the presence of a Notary Public. Documents cannot be faxed or scanned.

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.

Bring your documents to the closest MACC Campus, or mail* to:

Moberly Area Community College - Financial Aid Office
101 College Avenue, Moberly, MO 65270-1304

Questions? Contact the Financial Aid Office at: (660) 263-4100 ext. 11301; Or, by email at: finaid@macc.edu

Student Signature/Date _____

MACC FAO Staff Signature (or other MACC authorized staff)/Date _____

Type of photo ID provided, copied and attached _____

***To be completed by Notary Public if submitting by mail:**

State of _____ City/County of _____

On _____, before me, _____,
(Date) *(Notary’s name)*

personally appeared, _____, and provided to me on basis of satisfactory
(Printed name of signer)

evidence of identification _____ to be the above-named person who
(Type of government-issued photo ID provided)

signed the foregoing instrument.

WITNESS my hand and official seal

(Notary signature)

My commission expires on _____
(Date)

F. 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 _____