



Main Campus
 6305 State Road 70 East
 Bradenton, FL 34203
 (941) 751-7900

East Campus
 5520 Lakewood Ranch Blvd.
 Bradenton, FL 34211
 (941) 752-8100

Verification Worksheet

2015-16

Student's Name: _____
Last First MI

Date of Birth: ____/____/____ SS #: ____/____/____ Phone (____) ____ - ____
Month Day Year

Your application was selected for review in a process called "Verification." In this process, MTI will compare information from your 2015-16 Free Application for Federal Student Aid (FAFSA) with copies of your 2014 IRS Tax Return Transcripts, or other financial documents. Information retrieved using the Internal Revenue Service (IRS) Data Retrieval Process and not subsequently changed, is considered acceptable documentation for IRS-related information. The law requires us to ask for this information before awarding federal aid. If there are differences between your application information and your financial documents, MTI will need to make corrections.

You are required to complete all appropriate sections of this form and submit it to MTI's Financial Assistance Office with any additional requested documentation. If you do not complete this form or submit all of the required documents requested, we will not be able to complete the processing of your financial aid.

What you should do:

1. Collect and submit required documents.
2. If you did not retrieve and transfer your (and your spouse's, if married), and/or your parent(s)' income tax return information using the IRS Data Retrieval Process when initially completing the FAFSA, you can request to transfer this information to your FAFSA now by going to www.fafsa.ed.gov. Once you complete the transfer, if the information retrieved was not changed, the 2014 IRS Tax Return Transcript requirement for you (and your spouse, if married) and/or your parent(s) will be waived.
3. Complete, sign and submit this worksheet and the requested 2014 IRS Tax Return Transcripts, along with any other requested worksheets and documents to MTI's Financial Aid Office.
- 4.

Section 1: Household information

Write the names of all household members in the space(s) below. Also, write in the name of the college for any household member who will attend at least half time between July 1, 2015 and June 30, 2016, and will be enrolled in a degree, diploma, or certificate program. Dependent students should not count their parent(s) as a college student. If you need more space, attach a separate page.

- DEPENDENT STUDENTS: List the people in your parent(s) household, including:
 - Yourself
 - Your parent(s) (including stepparent) even if you don't live with your parents – include your legal parents, biological or adoptive, regardless of the parents' marital status or gender if those parents live together
 - Your parent(s) other children if your parent(s) will provide more than half of their support from July 1, 2015 through June 30, 2016
 - Other people who live with your parent(s) and for whom your parent(s) provide and will continue to provide more than half of their support from July 1, 2015 through June 30, 2016
- INDEPENDENT STUDENTS: List the people in your household, including:
 - Yourself
 - Your spouse if you are legally married, regardless of gender
 - Your and your spouse's children if you or your spouse will provide more than half of their support from July 1, 2015 through June 30, 2016
 - Other people if they now live with you and you or your spouse provide more than half of their support and will continue to provide more than half of their support through June 30, 2015

Full Name	Age	Relationship	College attending/will attend	Will Be enrolled at least half-time (yes/no)
		Self	Manatee Technical Institute	

Student's Name: _____ SS #: _____ / _____ / _____
 Last First MI

Section 2: ONLY TAX FILERS – complete this section

- All tax filers must provide an official 2014 Tax Return Transcript from the IRS. Immediate access to an electronic PDF version is available for you to print from <http://www.irs.gov/Individuals/Get-Transcript>. You can also order a transcript with a 5-10 calendar day delivery by calling the IRS at 1-800-908-9946, or requesting online from www.irs.gov/Individuals/Order-a-Transcript or with the mobile app, IRS2Go, which is available for Android and iOS (Apple) mobile devices.
- If you filed a 2014 income tax return with Puerto Rico, another U.S. territory, or with a foreign country, please provide a signed copy of that return.
- If you amended your tax return after you filed, provide a copy of the 2014 IRS Tax Return Transcript or a signed copy of the original IRS tax return that was filed with the IRS, AND a signed copy of the 2014 IRS Form 1040X, "Amended U.S. Individual Income Tax Return", that is stamped as received by the IRS. If a stamped 1040X is unavailable, you may submit a copy of the IRS Tax Account Transcript showing the amended tax return was processed.
- If you, your spouse, or your parent(s) are a victim of identity theft and are unable to obtain a 2014 IRS Tax Return Transcript or use the IRS DRT, you must contact the IRS at 1-800-908-4490. Upon authentication of the tax filer's identity, the IRS will provide, by U.S. Postal Service, a Tax Return Data Base View form (TRDBV). You should then submit this to our office.
- Check only the box that applies.

STUDENTS:

- *The student has used the IRS DRT in FAFSA on the Web to transfer 2014 income tax return information into the students' FAFSA.*
- *The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead is providing a 2014 IRS Tax Return Transcript. For Independent students, if the student and spouse filed separate income tax returns, 2014 IRS Tax Return Transcripts must be provided for both.*

PARENTS:

- *The parent(s) have used the IRS DRT in FAFSA on the Web to transfer 2014 income tax return information into the student's FAFSA.*
- *The parent(s) are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead are providing a 2014 IRS Tax Return Transcript. If the parents filed separate income tax returns, 2014 IRS Tax Return Transcripts must be provided for both.*

Section 3: ONLY NON-TAX FILERS – complete this section

Check only the box that applies AND provide 2014 IRS Wage and Income Statements for all individuals :

STUDENTS:

- *The student and/or spouse were not employed and have attached an IRS Wage and Earning Statement.*
- *The student and/or spouse were employed in 2014 and have listed below who worked, the names of all employers, the amount earned from each employer in 2014, and have attached a copy of all W-2's or IRS Wage and Earnings Statement(s). List every employer even if the employer did not issue a W-2 form.*

PARENTS:

- *One or both parents were not employed and have attached an IRS Wage and Earnings Statement.*
- *One or both parents were employed in 2014 and have listed below who worked, the names of all employers, the amount earned from each employer in 2014, and have attached a copy of all W-2's or IRS Wage and Earnings Statement(s). List every employer even if the employer did not issue a W-2 form.*

Name of Person they Worked	Employer's Name	2014 Amount Earned	Is W-2 Attached? (yes/no)

Section 4: Sign this worksheet

By signing below, both student and parent acknowledge and confirm that the above is complete and correct. If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both. If the student is Dependent, one parent whose information was reported on the FAFSA must sign and date.

Student's Name: _____ Signature: _____ Date: _____

Parent's Name: _____ Signature: _____ Date: _____