

2022-2023 Dependent Verification Worksheet

Your 2022-2023 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, the financial aid counselor at Manhattanville College will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. ***You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Financial Aid Office at Manhattanville College.*** We may ask for additional information. If you have questions about verification, contact the Financial Aid Office as soon as possible so that your financial aid will not be delayed.

A. Dependent Student's Information

Student's Last Name	Student's First Name	M.I.	Student's ID Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

B. Dependent Student's Family Information

In the grid below, list the people in your parent(s)' household. Include:

- **Yourself and your parent(s).** If your parents are divorced, list the custodial parent (and stepparent) as listed on the FAFSA. Your **parent(s) other children** if the parents will provide more than half of their support from July 1, 2022 through June 30, 2023, or if the other children would be required to provide parental information if they were completing a FAFSA for 2022-2023. Include children who meet either of these standards even if the children do not live with the parent(s).
- **Other people** if they now live with the parent(s) and the parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2023.
- **Number in college:** Include in the space below information for any household member who is or will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary education institution any time between July 1, 2022 and June 30, 2023. *Include the **FULL** name of the college.*

*****PLEASE LIST ALL MEMBERS OF YOUR PARENT'S HOUSEHOLD BELOW*****

Full Name	Age	Relationship to Student	College (2022-23)	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>	Manhattanville College	

If more space is needed, provide a separate page with the student's name and ID number at the top

C. Dependent Student's Income Information to be verified:

PLEASE COMPLETE EITHER THE TOP OR BOTTOM SECTION ON THIS PAGE

TAX RETURN FILERS ONLY:

Instructions: Complete this section only if the student filed a 2020 federal income tax return. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](https://fafsa.gov).* In most cases, no further documentation is needed to verify 2020 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

Check the box that applies (check only one box):

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2020 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead is attaching or will submit a **2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 income tax return with applicable schedules** (order IRS Tax Return Transcripts from www.irs.gov or 800-908-9946).
- The student has one of the unusual circumstances listed below and will provide alternate documentation as required:
 - The student filed an amended IRS income tax return
 - The student was a victim of IRS tax-related identity theft and the IRS is aware of the tax-related identity theft
 - The student filed a non-IRS income tax return

NON-FILERS ONLY—complete this section only if the student did not file and *was not required* to file a 2019 income tax return with the IRS.

Check the box that applies (check only one box):

- The student was not employed and had no income earned from work in 2020.
- The student was employed in 2020 and has listed below the names of all the student's employers, the amount earned from each employer in 2020, and whether an IRS W-2 form was provided by the employer (attach copies of all 2020 IRS W-2 forms issued to the student). List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	2020 Amount Earned	W-2 Issued by Employer? (attach)

D. Parent's Income information to be verified:

PLEASE COMPLETE EITHER THE TOP OR BOTTOM SECTION ON THIS PAGE

TAX RETURN FILERS ONLY:

Instructions: Complete this section only if the parent(s) filed a 2020 federal income tax return. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](https://fafsa.gov).* In most cases, no further documentation is needed to verify 2020 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies (check only one box):

- The parent(s) have used the IRS DRT in *FAFSA on the Web* to transfer 2020 IRS income tax return information into the student's FAFSA.
- The parent(s) is unable or chooses not to use the IRS DRT in *FAFSA on the Web* and instead is attaching or will submit a **2020 IRS Tax Return Transcript** (order at www.irs.gov or 800-908-9946). If the parent(s) filed separate 2020 IRS income tax returns, **2020 IRS Tax Return Transcripts** must be provided for both.
- The parent(s) have one of the unusual circumstances listed below and will provide alternate documentation as required:
 - The parent(s) filed an amended IRS income tax return
 - The parent(s) was/were a victim of IRS tax-related identity theft and the IRS is aware of the tax-related identity theft.
 - The parent(s) filed a non-IRS income tax return

NON-FILERS ONLY – Complete this section only if the parent(s) did not file and *were not required* to file a 2020 income tax return with the IRS. The parent must submit a copy of their 2020 Verification of Non-filing Letter from the IRS along with all W-2 Forms or any additional forms reporting income earned from work.

Check the box that applies (check only one box):

- Neither parent was employed nor had income earned from work in 2020.
- One or both parents were employed in 2020 and have listed below the names of all the parent(s) employers, the amount earned from each employer in 2020, and whether an IRS W-2 form was provided by the employer (attach copies of all 2020 IRS W-2 forms issued to the parent(s). List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	2020 Amount Earned	W-2 Issued by Employer? (attach)

If more space is needed, provide a separate page with the student's name and ID number at the top.

E. Certifications and Signatures

For timely disbursement of your financial aid, verification documentation must be received in a timely manner. If your financial aid disburses after your semester payment is due, you will be subject to late fees and interest charges. However, you must provide verification documentation prior to the last day of your enrollment for campus-based, Direct Loan and institutional need-based aid. Verification documentation must be provided for Federal Pell Grant applicants prior to 120 days after the last day of your enrollment.

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.

Please note: Signature(s) must be handwritten (“wet” signatures). Electronic signatures, either typed or with a stylus, will not be accepted.

Student’s Signature

Date

Parent’s Signature

Date

**Do not mail this worksheet to the U.S. Department of Education.
Submit this worksheet to Manhattanville College Office of Financial Aid.
You should make a copy of this worksheet for your records.**

Please send all documents to: Manhattanville College Office of Financial Aid, 2900 Purchase Street, Purchase, NY 10577, fax these documents to our office at 914-323-5382 or email them to finaidmail@mville.edu. If you have any questions about completing this worksheet contact our office at 914-323-5357.