

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 2020 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. High School Completion Status

Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2022-2023:

- ✓ A copy of the student's high school diploma.
- ✓ A copy of the student's financial official high school transcript that shows the date when the diploma was awarded.
- ✓ A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- ✓ A copy of the student's General Education Development (GED) certificate or GED transcript.
- ✓ An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- ✓ If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- ✓ If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

If the student is unable to obtain the documentation listed above, he or she must contact the Financial Aid Office.

F. Identity and Statement of Educational Purpose

The student must appear in person at Manhattanville College to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

Statement of Educational Purpose

I certify that I _____ am the individual signing
(Print Student's Name)

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 Manhattanville College for 2022–2023.

(Student's Signature)

(Date)

(Student's ID Number)

**F. (cont.) Verificación de Identidad y Declaración de Propósito Educativo
(Para ser firmadas en la institución)**

El estudiante debe comparecer en persona en Manhattanville College para verificar su identidad mediante la presentación de una identificación con fotografía (ID) válida emitida por el gobierno que no haya expirado, como una licencia de conducir, otro tipo de identificación emitida por el estado o pasaporte, entre otros. La institución conservará una copia de la identificación con fotografía del estudiante en la cual se anotará la fecha en la que se recibió y revisó, y el nombre del funcionario de la institución autorizado a recibir y revisar las identificaciones de los estudiantes.

Además, el estudiante debe firmar, en presencia del funcionario de la institución, la Declaración de Propósito Educativo proporcionada a continuación.

Declaración de Propósito Educativo

Certifico que yo, _____, soy el individuo que firma esta
[Imprimir nombre del estudiante]

Declaración de Propósito Educativo, y que la ayuda financiera federal estudiantil que yo pueda recibir sólo será utilizada para fines educativos y para pagar el costo de asistir a Manhattanville College para 2022–2023.

[Firma del estudiante]

[Fecha]

[Número de identificación del estudiante]

**Identity and Statement of Educational Purpose
(To Be Signed in the Presence of a Notary)**

If the student is unable to appear in person at Manhattanville College to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

**Verificación de Identidad y Declaración de Propósito Educativo
(Para ser firmadas en presencia de un notario)**

Si el estudiante no es capaz de comparecer en persona en Manhattanville College para verificar su identidad, el mismo debe proporcionar a la institución:

- (a) una copia de la de identificación con fotografía (ID) válida emitida por el gobierno que no haya expirado, que se reconoce en la declaración del notario que aparece a continuación, o que se presenta ante un notario, como una licencia de conducir, otro tipo de identificación emitida por el estado o pasaporte, entre otros; y
- (b) la Declaración de Propósito Educativo original proporcionada a continuación debe ser notarizada. Si la declaración del notario aparece en una página separada de la Declaración de Propósito Educativo, se debe indicar de manera clara que la Declaración de Propósito Educativo era el documento notarizado.

Notary's Certificate of Acknowledgement

State of _____

City/County of _____

On _____, before me, _____

(Date)

(Notary's Name)

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

identification _____ to be the above-named person who signed the foregoing
(type of government-issued photo ID provided)

Instrument.

WITNESS my hand and official seal

(seal)

(Notary Signature)

My commission expires on _____. (Date)

G. Certifications and 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.

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.