



# Dependent Verification Worksheet

Dep - V6 2014-2015

Financial Aid signature required

Please read the entire form, complete ALL sections, attach the requested documentation, sign the form, and return to the Financial Aid Office. By law, Mesalands Community College (MCC) has the right to request this information before awarding financial aid. If there are differences between the information submitted and your Free Application for Federal Student Aid (FAFSA) the school will make the necessary changes. **Incomplete worksheets and documentation will cause delays in processing your financial aid. No determination of aid eligibility can be made until all documents are received and reviewed.**

## Part 1. Student Information:

|   |            |                |
|---|------------|----------------|
| First Name:                                   | Last Name: | Student ID:    |
| Address:                                      |            | Date of Birth: |
| City, State, Zip:                             |            | Phone:         |
| Mesalands E-mail address: _____@mesalands.net |            |                |

## Part 2. Student & Parent Tax Information:

Completing the FAFSA requires using tax information - either paper forms or the automatic IRS Data Retrieval system. If the IRS Data Retrieval Option was used and you made no changes to your FAFSA move to question 1.

If you and/or your parents did not use the IRS Data Retrieval Option go to [www.fafsa.gov](http://www.fafsa.gov) and update the FAFSA using the IRS service. After you complete this step check the appropriate line below.

If you and/or your parents did not or could not use the IRS Data Retrieval option you must provide our office with a copy of tax return transcripts. Tax return transcripts can take two or more weeks to arrive. Your 2013 tax return transcripts may be ordered by calling (800) 908-9946 or online at [www.irs.gov](http://www.irs.gov). Other tax forms will NOT be accepted.

**STUDENT:** Mark the line that best applies. Follow the instructions. Attach documents if required.

1. Did the student file a 2013 federal tax return? YES \_\_\_\_\_ If "yes," go to 1.a.  
NO \_\_\_\_\_ If "no," skip to question 1.b.
- 1.a. Did the student use the IRS Data Retrieval option to complete or update the FAFSA?  
YES \_\_\_\_\_ If "yes," go to question 2 in the parents section.  
NO \_\_\_\_\_ If "no," attach a copy of the IRS tax return transcript (see directions above) and go to question 2 in the parents section.
- 1.b. Even if the student did not file a tax return, did the student work at all or earn any income in 2013?  
YES \_\_\_\_\_ If "yes," fill in the box below and attach all W2 forms.  
NO \_\_\_\_\_ If "no," go to parents section.

| Name of employers in 2013 | Total amount earned in 2013 | Is W2 Attached? |    |
|---------------------------|-----------------------------|-----------------|----|
| 1.                        | \$                          | Yes             | No |
| 2.                        | \$                          | Yes             | No |
| 3.                        | \$                          | Yes             | No |

**PARENT(S):** Mark the line that best applies. Follow the instructions. Attach documents if required.

2. Did the parent(s) file a 2013 federal tax return? YES \_\_\_\_\_ If "yes," go to 2.a.  
NO \_\_\_\_\_ If "no," skip to question 2.b.
- 2.a. Did the parent(s) use the IRS Data Retrieval option to complete or update the FAFSA?  
YES \_\_\_\_\_ If "yes," go to Part 3.  
NO \_\_\_\_\_ If "no," attach a copy of the IRS tax return transcript (see directions above) and go to Part 3.
- 2.b. Even if the parent(s) did not file a tax return, did the parent(s) work at all or earn any income in 2013?  
YES \_\_\_\_\_ If "yes," fill in the box below and attach all W2 forms.  
NO \_\_\_\_\_ If "no," go to Part 3.

| Name of employers in 2013 | Total amount earned in 2013 | Is W2 Attached? |    |
|---------------------------|-----------------------------|-----------------|----|
| 1.                        | \$                          | Yes             | No |
| 2.                        | \$                          | Yes             | No |
| 3.                        | \$                          | Yes             | No |
| 4.                        | \$                          | Yes             | No |

### Part 3. Family Information:

List the persons in your parent's household in the chart below. Include the following:

1. Yourself, even if you don't live with your parents (i.e. - living in an apartment, with friends, etc.).
2. Your parent(s) in the household, including your stepparent.
3. Your parents' other children if your parents will provide more than half of the other children's' support from July 1, 2014 to June 30, 2015.
4. Other people if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half their support from July 1, 2014 to June 30, 2015.

Also, identify the name of the college for any family member (except your parents) who will be attending college between July 1, 2014 and June 30, 2015 and will be enrolled at least half-time (6 or more credit hours) in a degree or certificate program. If you need more space add a separate page.

| First and Last Name*         | Age | Relationship | Name of College in 2014-2015** | Enrolled at least 1/2 time |
|------------------------------|-----|--------------|--------------------------------|----------------------------|
| <i>Example: Martha Jones</i> | 19  | Sister       | Fort Lewis                     | Yes                        |
| 1. (Student):                |     | SELF         |                                |                            |
| 2.                           |     |              |                                |                            |
| 3.                           |     |              |                                |                            |
| 4.                           |     |              |                                |                            |
| 5.                           |     |              |                                |                            |
| 6.                           |     |              |                                |                            |

\*Proof of financial support may be requested.

\*\*Proof of enrollment in 2014-2015 may be requested.

### Part 4. Additional Information:

#### A. SNAP (Food Stamps) received in 2012 and/or 2013

Did anyone listed in your household in Part 3 above receive Supplemental Nutrition Assistance Program (SNAP) benefits (formerly Food Stamps) in 2012 and/or 2013?

YES \_\_\_\_\_

If "yes," and we have reason to believe that the information is inaccurate we will require documentation from the agency that issued the SNAP benefits in 2012 and/or 2013.

NO \_\_\_\_\_

#### B. Child Support Paid in 2013

On your FAFSA, you indicated that one or both of your parents paid child support in 2013. Please answer the following question

1. Did one of your parents listed in Part 3 pay child support in 2013? YES \_\_\_\_\_ If "yes," you MUST answer 2 -5.  
NO \_\_\_\_\_ If "no," skip to Part 5.

2. Write the TOTAL amount actually paid in all of 2013\*: \$ \_\_\_\_\_

3. Name of person who paid child support in 2013: \_\_\_\_\_

4. Name the person to whom child support was paid: \_\_\_\_\_

5. List the children for whom the child support is intended: \_\_\_\_\_

*\*If the figure differs from what was reported on the FAFSA further documentation (cancelled checks, legal documents, etc.) may be requested.*

### Part 5. Additional Financial and Untaxed Income Information to be Verified

1. Report annual amounts and do not leave any line blank.

#### 2013 Additional Financial Information

| Parents | (Refer to lines 43 a-f for Student and lines 91 a-f for Parent on the FAFSA)   | Student/Spouse |
|---------|--|----------------|
| \$      | Education credits (American Opportunity, Hope and Lifetime Learning tax credits) from IRS Form 1040-line 49 or 1040A-line 31   | \$             |
| \$      | Child support <b>paid out</b> because of divorce or separation or as a result of a legal requirement. <b>Don't include support</b> for children <b>in your (or your parents') household</b> , as reported in question 93 (or question 72 for your parents) of the FAFSA. | \$             |
| \$      | Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships  | \$             |

| Parents | (Refer to lines 43 a-f for Student and lines 91 a-f for Parent on the FAFSA)  | Student/Spouse |
|---------|---|----------------|
| \$      | Taxable student grant and scholarship aid <b>reported to the IRS in your (or your parents') adjusted gross income of your federal tax return.</b> Includes AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships.  | \$             |
| \$      | Combat pay or special combat pay. <b>Only enter the amount that was taxable and included in your adjusted gross income of your federal tax return.</b> Do not enter untaxed combat pay.   | \$             |
| \$      | Earning from work under a cooperative education program offered by a college  | \$             |
| \$      | Payment to tax-deferred pension and saving plans (paid directly or withheld from earnings), including, but not limited to amounts reported on W-2 Form in Boxes 12a through 12d, codes D, E, F, G, H, and S   | \$             |
| \$      | IRA deductions and payments to self-employed SEP, SIMPLE, and Keogh and other qualified plans from IRS Form 1040-total of lines 28 + 32 or 1040A-line 17  | \$             |
| \$      | Child support <b>received</b> for all children. <b>Don't include</b> foster care or adoption payments.  | \$             |
| \$      | Tax exempt interest income from IRS Form 1040-line 8b or 1040A-line 8b  | \$             |
| \$      | Untaxed portions of IRA distributions from IRS Form 1040-lines(15a minus 15b) or 1040A-lines(11a minus 11b). Exclude rollovers. If negative, enter a zero here.   | \$             |
| \$      | Untaxed portions of pensions from IRS Form 1040-lines(16a minus 16b) or 1040A-lines(12a minus 12b). Exclude rollovers. If negative, enter a zero here.  | \$             |
| \$      | Housing, food, and other living allowances paid to members of the military (BAS basic allowance), clergy, and others (including cash payments and cash value of benefits). <b>Don't include</b> the value of on-base military housing or the value of basic military allowance for housing (BAH).   | \$             |
| \$      | Veterans' noneducation benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances   | \$             |
| \$      | Other untaxed income/benefits not reported in items 44a through 44h (or items 92a through 92h for your parents), such as workers' compensation, disability, first time home buyer's credit, etc. <b>Don't include</b> student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels. | \$             |
| \$      | Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form   | \$             |

**YOU MUST SUBMIT THIS FORM IN-PERSON OR BY MAIL WITHIN TWO WEEKS. E-MAIL AND FAXES WILL NOT BE ACCEPTED.**

**By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and accurate. (At least one parent must also sign.) Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.**

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**Student Signature**

**Date**

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**Parent Signature**

**Date**

Name of Financial Aid Staff Member: \_\_\_\_\_

Signature of Financial Aid Staff Member: \_\_\_\_\_

Date received all documents: \_\_\_\_\_

Address: Mesalands Community College, Financial Aid Office, 911 South Tenth St., Tucumcari, NM 88401  
Phone: 575-461-4413, x136 Fax: 575-461-1901