# Dependent Verification Worksheet
# Dep - V1 2019-2020

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 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: |

**Student's Mesalands E-mail address: _____@mesalands.edu**

## 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.ed.gov and update the FAFSA using the IRS service now. 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 an official copy of IRS tax return transcripts. *Tax return transcripts can take two or more weeks to arrive.* Your 2017 tax return transcripts may be ordered by calling (800) 908-9946 or online at 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 2017 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 2017?**
YES ___ If "yes," fill in the box below and attach all W2 forms.
NO ___ If "no," go to parents section.

| Name of employers in 2017 | Total amount earned in 2017 | 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 2017 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 2017?**
YES ___ If "yes," fill in the box below and attach all W2 forms.
NO ___ If "no," go to Part 3.

| Name of employers in 2017 | Total amount earned in 2017 | 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, if applicable.
3. Your parents' other children if your parents will provide more than half of the other children's' support from July 1, 2019 to June 30, 2020.
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, 2019 to June 30, 2020.

Also, identify the name of the college for any family member (except your parents) who will be attending college between July 1, 2019 and June 30, 2020 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. Siblings taking DUAL credit courses while in high school, do not count.

| First and Last Name* | Age | Relationship | Name of College in 2019-2020** | Enrolled at least ½ time |
|---|---|---|---|---|
| *Example: Martha Jones* | *19* | *Sister* | *Fort Lewis* | *YES* |
| 1. *(Student):* | | SELF | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |

*Proof of financial support may be requested.
**Proof of at least half-time enrollment in 2019-2020 may be requested.

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

**Please return this form and all required attachments within two weeks.**
**Your financial aid WILL NOT be finalized until all verification paperwork is complete.**

**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.**

**Student Signature** **Date**

**Parent Signature** **Date**

**FINANCIAL AID OFFICE USE ONLY**

Signature of Financial Aid Staff Member: _____

Date received all documents: _____

Verification completed: _____

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