



# Dependent Verification Worksheet

## Dep - V5 2023-2024

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.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.studentaid.gov](http://www.studentaid.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 an official copy of a IRS tax return transcripts. *Tax return transcripts can take two or more weeks to arrive.* Your 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.

- Did the student file a 2021 federal tax return? YES \_\_\_\_\_ If "yes," go to 1.a.  
NO \_\_\_\_\_ If "no," skip to question 1.b.
  - 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.
  - Even if the student did not file a tax return, did the student work at all or earn any income in 2021?  
YES \_\_\_\_\_ If "yes," fill in the box below and attach all W2 forms.  
NO \_\_\_\_\_ If "no," go to parents section.

Name of employers in 2021	Total amount earned in 2021	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.

- Did the parent(s) file a 2021 federal tax return? YES \_\_\_\_\_ If "yes," go to 2.a.  
NO \_\_\_\_\_ If "no," skip to question 2.b.
  - 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.
  - Even if the parent(s) did not file a tax return, did the parent(s) work at all or earn any income in 2021?  
YES \_\_\_\_\_ If "yes," fill in the box below and attach all W2 forms.  
NO \_\_\_\_\_ If "no," go to Part 3.

Name of employers in 2021	Total amount earned in 2021	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, 2023, to June 30, 2024.
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, 2023, to June 30, 2024.

Also, identify the name of the college for any family member (except your parents) who will be attending college between July 1, 2023, and June 30, 2024, 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 2023-2024**	Enrolled at least ½ time
<i>Example: Martha Jones</i>	<i>19</i>	<i>Sister</i>	<i>Fort Lewis</i>	<i>Yes</i>
1. (Student):		SELF		
2.				
3.				
4.				
5.				
6.				

\*Proof of financial support may be requested.

\*\*Proof of enrollment in 2023-2024 may be requested.

### Part 4. Student's Proof of High School Completion:

The school must have documentation the student completed high school or its accepted equivalent.

1. Did you previously submit documentation of high school, home school, or GED completion to MCC?

YES \_\_\_\_\_ If 'yes,' initial the statement below.

**Student initials:** \_\_\_\_\_ I previously submitted a copy of my official high school transcript, GED or homeschool credential to MCC. If, upon review, this document is not sufficient I will submit additional required documentation.

NO \_\_\_\_\_ If 'no' go to the list below and **SELECT ONLY ONE** of the following choices, **CHECK** the line, and **ATTACH A COPY** of the form.

\_\_\_\_\_ Final official high school transcript showing graduation date

\_\_\_\_\_ GED or High School Equivalency certification

\_\_\_\_\_ An acceptable homeschool completion credential meeting New Mexico and MCC requirements

If you cannot provide one of these documents please contact the Financial Aid Office.

### Part 5. Documentation of Identity & Statement of Purpose:

1. How will you submit this form?
 

In-person _____	If "in-person," follow directions in Box A
By mail _____	If "by mail," follow directions in Box B

**BOX A:** Complete 1 and 2 below and submit this form in-person. Bring your government issued photo ID with you.

1. Attach a clear, readable copy of the student's government issued photo ID (driver's license, passport, military ID, etc.). Copy of photo ID is attached:
 

YES _____	If "no," verification is incomplete, and you will not be awarded financial aid.
NO _____	

2. Read and sign the following statement of purpose.

I certify that I \_\_\_\_\_ (print student's name) am the individual signing 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 Mesalands Community College for 2023-2024.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Student ID: \_\_\_\_\_

**BOX B:** If you are unable to appear in person at MCC complete and sign this form in the presence of a Notary Public. Mail the original form with Notary's signature and seal or stamp to the MCC Financial Aid Office.

1. Attach a clear, readable copy of the student's government issued photo ID (driver's license, passport, military ID, etc.). Copy of photo ID is attached: YES \_\_\_\_\_  
NO \_\_\_\_\_ If "no," verification is incomplete and you will not be awarded financial aid.
2. Read and sign the following statement of purpose in front of a Notary.

I certify that I \_\_\_\_\_ (print student's name) am the individual signing 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 Mesalands Community College for 2023-2024.  
Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Student ID: \_\_\_\_\_

In the State of \_\_\_\_\_ and city/county of \_\_\_\_\_ on (date) \_\_\_\_\_, before me (Notary's name) \_\_\_\_\_ personally appeared (student name) \_\_\_\_\_ and provided me on basis of satisfactory evidence identification (type of gov't issued photo ID) \_\_\_\_\_ to be the above named person who signed the foregoing instrument.  
Witness my hand and official seal:

Notary Signature: \_\_\_\_\_ Date: \_\_\_\_\_

My commission expires on this date: \_\_\_\_\_

**Please return this form and all required attachments within two weeks. You may submit forms in person, via fax or scanned documents via email.**

**Please do not submit pictures of documents.**

**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: \_\_\_\_\_

Secondary Verification Completed: \_\_\_\_\_

**Mesalands Community College  
Financial Aid Office  
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Phone: 575-461-6600, ext. 6640 Fax: 575-461-1901**