

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## DEPENDENT VERIFICATION WORK

<p>Your FAFSA application was selected for review in a process called "Verification". This process is mandated by the U.S. Department of Education. The law states that schools have the right to ask you for this information before awarding Federal aid and other aid.</p> <p><b>No determination of aid eligibility or disbursement of funds can be made until the verification process has been completed.</b></p>	<p><u>What you must submit:</u></p> <ol style="list-style-type: none"><li>1. Complete and sign this verification worksheet.</li><li>2. Provide Income Documentation through either Option 1 or Option 2 (see attached).</li><li>3. <b><u>Please mail this Verification Worksheet and/or IRS Tax Return Transcript to:</u></b> <b>Maine Maritime Academy</b> <b>Financial Aid Office</b> <b>Leavitt Hall</b> <b>Castine, ME 04420</b> <b>207-326-2205</b></li></ol>
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### A. Student Information

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_____	_____	_____	_____
Last Name	First Name	M.I.	Social Security Number
_____			_____
Mailing Address (include apt. no.)			Date of Birth
_____	_____	_____	_____
City	State	ZIP Code	Permanent Home Phone Number
_____			_____
E-mail Address			Cell Phone Number

### B. Student/Parent/Custodial Family Information

List the people in your *parent(s)' household* that they will support between July 1, 2018 and June 30, 2019, including:

- yourself
- your parent(s) (including stepparent), and
- Your parent(s)' other dependent children (if they live with you and/or your parent(s) provide more than half support, or if they would be required to give parental information when applying for Federal student aid)
- 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 of their support from July 1, 2018 through June 30, 2019

Full Name	Age	Relationship	Name of College attending in 2018-2019 school year	Year in College
<i>Missy Jones</i> (example)	<i>18</i>	<i>Self/Student</i>	<i>Maine Maritime Academy</i>	<i>1<sup>st</sup> year</i>
		Self / Student	Maine Maritime Academy	
		Mother/step	-----	-----
		Father/step	-----	-----
		Brother / Sister		
		Brother / Sister		
		Brother / Sister		

**This Verification Worksheet must be completed in entirety**

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## C. Student's Information - Tax Forms

1. Did or will you file a Federal Income Tax Return for 2016? (1040, 1040A or 1040EZ)  Yes  No
2. If you checked YES: You will need to provide Income Documentation (see attached).
3. If you checked NO: You will need to complete the enclosed "Student 2016 non-tax filer's statement".

Your tax filing status must match the data submitted on the FAFSA.

## D. Parent's Information - Tax Forms

1. Did or will you file a Federal Income Tax Return for 2016? (IRS form 1040, 1040A, or 1040EZ)  Yes  No
2. If you checked YES: You will need to provide Income Documentation (see attached).
3. If you checked NO: You will need to complete a "Parent 2016 non-tax filer's statement". For a copy of this form you may download a copy at <http://mainemaritime.edu/admissions/wp-content/uploads/sites/4/2016/11/2018-2019-Parent-Income-Non-Tax-Filer-Form.pdf> or please call the Financial Aid Office for a copy at 207-326-2205.

## E. Student and Parent - Other Financial Information (2016 Amounts - 1/1/2016-12/31/2016)

<i>Enter amounts for each of the items below, which pertain to you and your parent(s)</i>	<i>Student</i>	<i>Parent</i>
Child support paid for all children.		
Child support received for all children.		
Payments to tax deferred pensions and savings plans (paid directly or withheld from earnings), Amounts reported on the W-2 form in boxes 12a through 12d, codes D,E,F,G,H &S.		
Housing, food, and other living allowances paid to members of the military and clergy.		
Food stamps or SNAP (Supplemental Nutrition Assistance Program)		
Other untaxed income not reported, such as workers' compensation, disability, etc. Don't include student aid, earned income credit, welfare payments, untaxed Social Security benefits, etc.		
Veterans' non education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances		
Money received or paid on your behalf (e.g. bills) not reported elsewhere on this form		
Taxable Earnings from need based employment, Federal Work Study.		
Combat pay or special combat pay.		
Earning from work under a cooperative education program offered by a college.		

## F. Sign this Worksheet

Each person signing this form certifies that all the information reported on it is complete and correct. The student and at least one parent must sign and date.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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## Your FAFSA has been selected for verification!

**What is verification?** Verification is a process used to verify certain information on the FAFSA to ensure its accuracy. Some students are selected for verification by the U.S. Department of Education. Others are selected by the school. There are several possibilities for being selected for FAFSA verification, such as; you were selected randomly, the submitted FAFSA application has incomplete data, the data on the FAFSA application appears to contradict itself, or the FAFSA application has estimated information on it.

### What do you need to do?

1. You must complete and submit the enclosed verification Dependent worksheet. *A copy may be found at your myMMA, Helpful Links/ Resources and then Financial Aid Forms.*
2. You must show income documentation. The U.S. Department of Education is requiring students to provide income documentation directly from the Internal Revenue Service (IRS). *A dependent student's parents must also provide income documentation.*

### Who must provide income documentation?

**The student**, if required to file a 2016 federal tax return.

**The student's parent**, if parent information was provided on the FAFSA and the parent is required to file 2016 federal tax return. **Be sure the student's name and SSN appear on the tax transcript.**

**The student's parent's spouse** if the parent was married at the time the FAFSA was filed, even if s/he was not married in 2016 and filed separately. **Be sure the student's name and SSN appear on the tax transcript.**

### Other important information:

- Review of your financial aid application cannot proceed until the MMA Financial Aid Office receives all of the appropriate income documentation paperwork.
- Be sure your name and Social Security Number appear on all pages of all tax transcripts sent to MMA so that it can be added to your file (including spouse or parent tax transcripts, if applicable).
- Signatures are not required.
- You may send transcripts to the Financial Aid Office by mail, fax 207-326-2515, e-mail [kathy.heath@mma.edu](mailto:kathy.heath@mma.edu) or deliver them in person (1<sup>st</sup> floor, Leavitt Hall).

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**How Do You Provide Income Documentation?** There are two options for providing income documentation:

## **OPTION 1: IRS Data Retrieval Tool (preferred option)**

On the FAFSA website, use the IRS Data Retrieval Tool to link your FAFSA directly with the IRS to retrieve 2016 income information. The IRS Data Retrieval Tool is the fastest, easiest and most secure method for meeting this requirement.

### **To use the IRS Data Retrieval Tool, follow these steps:**

1. Go to: [www.fafsa.gov](http://www.fafsa.gov) and log in to your 2018-19 FAFSA
2. Select: Make FAFSA Corrections
3. Select: Financial Information and follow the instructions to determine if you are eligible to use the IRS data retrieval tool.

Tax filers who meet any of the following conditions may not be able to use the IRS Data Retrieval Tool and must request an IRS Tax Return Transcript (see below):

- the tax filers are married and filed separate tax returns; or
- there was a change in the tax filer's marital status after December 31, 2016; or
- income information on the FAFSA was changed after using the IRS Data Retrieval process; or
- the tax filer filed an amended tax return. Tax filers who filed an amended tax return must submit both an IRS TAX RETURN TRANSCRIPT and an IRS TAX ACCOUNT TRANSCRIPT.

## **OPTION 2: IRS Federal Income Tax Return Transcript**

### **To request an IRS Federal Income Tax Return Transcript, follow these steps:**

1. Go to: [www.irs.gov](http://www.irs.gov)
2. Select: "Order a tax return or account transcript"
3. Select: "Order a tax return transcript"
4. Enter your Social Security number, date of birth, and the address on file with the IRS.

Send the IRS Federal Income Tax Return Transcript to the MMA Financial Aid Office as soon as you receive it. Be sure your name and Social Security Number appear on all pages of all tax transcripts sent to MMA so that it can be added to your file (including spouse or parent tax return transcripts, if applicable). Signatures are not required on Tax Return Transcripts. Alternatively, call the IRS at 1-800-908-9946 to request a Tax Return Transcript.