

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

2021-2022 VERIFICATION INSTRUCTIONS – DEPENDENT STUDENT

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? You must complete and submit the enclosed Dependent verification worksheet. 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 2019 1040 federal income tax return.

The student's parent, if parent information was provided on the FAFSA and the parent is required to file 2019 1040 federal income 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 2019 and filed separately. ***Be sure the student's name and SSN appear on the tax transcript.***

How Do You Provide 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 2019 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.studentaid.gov and log in to your 2021-2022 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 Income 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, 2019; 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
2. Select: "Get Your Tax Record"
3. Select: "Get Transcript Online" or Get Transcript by Mail"

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). Alternatively, call the IRS at 1-800-908-9946 to request a Tax Return Transcript.

OPTION 3: MAIL A SIGNED COPY OF YOUR 2019 1040 FEDERAL INCOME TAX RETURN AND SCHEDULES

Make a copy of your 2019 1040 Federal Income Tax Return and schedules, sign the tax return and

1. mail it to: Maine Maritime Academy, Financial Aid Office, Castine, ME 04420 or
2. fax it to: 207-326-2487 or
3. scan and email as an attachment to financialaid@mma.edu