

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## 2021-2022 INDEPENDENT VERIFICATION WORK

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.

**No determination of aid eligibility or disbursement of funds can be made until the verification process has been completed.**

### What you must submit:

1. Complete and sign this verification worksheet.
2. Provide Income Documentation through either Option 1, Option 2 or Option 3 (see attached).
3. Send verification documentation to:  
MMA, Financial Aid Office, Castine, ME 04420  
Email: [financialaid@mma.edu](mailto:financialaid@mma.edu)  
Fax: 207-326-2487

### A. Student Information

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. Family Information

List the people in your *household* that you will support between July 1, 2021 and June 30, 2022, including:

- yourself
- your spouse and
- Your dependent children (if you provide more than half support)
- other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2021 through June 30, 2022

Full Name	Age	Relationship	Name of College attending in 2021-2022 school year	Enrolled At Least ½ time
<i>Missy Jones</i> (example)	<i>18</i>	<i>Self/Student</i>	<i>Maine Maritime Academy</i>	<i>YES</i>
		Self / Student	Maine Maritime Academy	Yes No
		Spouse	-----	-----
		Son / Daughter		Yes No
		Son / Daughter		Yes No
		Son / Daughter		Yes No

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

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## C. Student's Information - Tax Forms

1. Did you file a 1040 Federal Income Tax Return for 2019?  Yes  No

If you checked YES: You will need to provide Income Documentation (see attached).

If you checked NO: You will need to complete the "Student 2019 non-tax filer's statement" located under Forms at: [myfinaid.mma.edu](http://myfinaid.mma.edu)

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

## D. Spouse's Information - Tax Forms

1. Did file a 1040 Federal Income Tax Return for 2019?  Yes  No

If you checked YES: You will need to provide Income Documentation (see attached).

If you checked NO: You will need to complete the "Spouse 2019 non-tax filer's statement" located under forms at: [myfinaid.mma.edu](http://myfinaid.mma.edu)

## E. Student and Parent - Other Financial Information (2019 Amounts - 1/1/2019-12/31/2019)

<i>Enter amounts for each of the items below, which pertain to you and your parent(s)</i>	<i>Student</i>	<i>Spouse</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

\_\_\_\_\_  
Spouse Signature

\_\_\_\_\_  
Date

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**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 Independent 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).

## Who must provide income documentation?

**The student**, if required to file a 2019 1040 federal income tax return.

**The student's spouse**, if required to file 2019 1040 federal income tax return. **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](http://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 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](http://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](mailto:financialaid@mma.edu)