

# MCLA

## 2018-2019 Verification Worksheet

Please return form to:  
 MCLA Financial Aid Office  
 375 Church St. North Adams, MA 01247  
 Tel: 413.662.5219 / Fax: 413.662.5105

PLEASE COMPLETE AND ATTACH ALL OF THE REQUESTED INFORMATION.

### STEP 1: Student Information

Please provide **LEGAL NAME** -

\_\_\_\_\_  
 Last Name                      First Name                      M.I.

\_\_\_\_\_  
 Social Security Number

\_\_\_\_\_  
 Street Address (include apt. #.)

\_\_\_\_\_  
 Date of Birth

\_\_\_\_\_  
 City                                      State                                      Zip Code

\_\_\_\_\_  
 Student's Email Address

\_\_\_\_\_  
 Home Phone Number (include area code)

\_\_\_\_\_  
 Alternate or Cell Phone

### STEP 2: Family Information

Fill in the chart below. Be sure to include:

- Yourself and
- Your parent(s) (including a step-parent)  
*You must include your parent(s) if you are a dependent student.*
- Other dependent children of your parent(s),  
 --If your parent(s) will provide more than half of their support from July 1, 2018, through June 30, 2019.
- Other people,  
 --If they now live with your parent(s) and your parent(s) will provide more than half of their support from July 1, 2018 through June 30, 2019.

#### Self-Supporting Students

- Yourself
- Your spouse (if you are married)
- Your children, if you will provide more than half of their support between July 1, 2018 and June 30, 2019
- Other people, only if they live in your household and you will provide more than half of their support between July 1, 2018 and June 30, 2019

FULL NAME	AGE	RELATIONSHIP	NAME OF COLLEGE/UNIVERSITY (IF AT LEAST HALF-TIME FOR 2018-2019)
		<i>You - the student</i>	<i>MCLA</i>

**STEP 3: STUDENT TAX & INCOME INFORMATION FOR THE 2016 CALENDAR YEAR.**

Check **ONLY ONE**:

- I selected IRS data retrieval when completing the FAFSA.
- I am attaching a copy of my 2016 Tax Return Transcript (tax returns are not acceptable, to request a 2016 Tax Return Transcript, go to [www.IRS.gov](http://www.IRS.gov), or call 800-908-9946).
- I was not required to file a 2016 Federal Tax Return. **Dependent students** must provide W-2's. **Independent students must provide a non-filing verification letter from the IRS, and W-2's.** To receive a non-filing verification letter from the IRS, a 4506T Form must be completed and mailed to the IRS. You can obtain the 4506T Form at [www.IRS.gov](http://www.IRS.gov).

*If you were not required to file a 2016 Federal Tax Return, please complete the chart below (if applicable).*

**\*\*\*INDEPENDENT STUDENTS MUST PROVIDE NON-FILING VERIFICATION LETTER.\*\*\***

Employer's Name	2016 Amount Earned	Attach IRS W-2

**STEP 4: PARENT OR SPOUSE TAX & INCOME INFORMATION FOR THE 2016 CALENDAR YEAR.**

Refer to the chart in STEP 2. If you included a parent or spouse in your Family Information, you **must** complete this section.

Check **ONLY ONE**:

- I selected IRS data retrieval for my parent(s) or my spouse when completing the FAFSA.
- I am attaching my parent(s), or spouse's 2016 Tax Return Transcript (tax returns are not acceptable, to request a 2016 Tax Return Transcript, go to [www.IRS.gov](http://www.IRS.gov), or call 800-908-9946).
- My parent(s), or spouse, was not required to file a 2016 Federal Tax Return. I am attaching a non-filing verification letter from the IRS, and W-2's. To request a non-filing verification letter from the IRS, a 4506T Form must be completed and mailed to the IRS. You can obtain the 4506T Form at [www.IRS.gov](http://www.IRS.gov).

*If your parent(s) or your spouse were not required to file a 2016 Federal Tax Return, please complete the chart below (if applicable). \*\*\*NON-FILING VERIFICATION LETTER IS REQUIRED.\*\*\**

Employer's Name	2016 Amount Earned	Attach IRS W-2

**STEP 5: CERTIFICATION** By signing this worksheet, I certify all of the information report is complete and correct.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent OR Spouse Signature (if applicable)

\_\_\_\_\_  
Date