



# Dependent Student 2017-2018 Verification Worksheet Federal Student Aid Programs

Montana Tech-Financial Aid  
1300 W Park St  
Butte, MT 59701  
Phone: 406-496-4223  
Fax: 406-496-4705

Write your full name and student ID number on the top of both pages of this form.

\_\_\_\_\_  
Last Name First Name Student I.D. Number

## Step 1 – Household Information & Number in College

### List the student

Full Name	Age	College
		Montana Tech

### List the parent(s) reported on the 1718 FAFSA including stepparent if applicable

Parent 1 Living in the household – Name	Age	Parent 2 living in the household – Name	Age

- List the parent(s)' other children if the parent(s) will provide more than half of the children's support from July 1, 2017 through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017-2018. Include children who meet either of these standards, even if a child does not live with the parent(s).
- List other people if they now live with the parent(s) and the parent(s) provide more than half of the other person's support, and will continue to provide more than half of that person's support between July 1, 2017 and June 30, 2018.

Names of Household Members: Siblings and others supported by parents (See Above)	Age	Relationship to Student	Will he/she be enrolled in a degree program at a college/university at least half-time between July 1, 2017 & June 30, 2018	Name of College or University
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Check here if you have additional family members and you are attaching a separate sheet. (Include the student's name & ID number on any paperwork submitted to our office.)

## Step 2 – Verification of 2015 Income Information for Student Tax Filers (\*If the student will not file and is not required to file a 2015 income tax return with the IRS skip Step 2 and continue to Step 3.)

Check only one box below: (Please note, an IRS Tax Return Transcript is different than a copy of your tax return.)

- The student filed a 2015 Federal Tax Return Electronically and is attaching a signed copy or is attaching a 2015 IRS Tax Return transcript or used the IRS Data Retrieval Tool through FAFSA prior to March 10<sup>th</sup> 2017.
- The student filed a 2015 Federal Tax Return by mail and is attaching a 2015 IRS Tax Return Transcript or has requested it from the IRS. Date requested: \_\_\_\_\_
- The student has not yet filed a 2015 federal tax return and will be filing at a later date. By checking this box I, the student, understand that I will still need to provide my 2015 federal tax & income information by using one of the methods above.

## Step 3 – Verification of 2015 Income Information for Student Nontax Filers (\*If the student filed or will file a 2015 IRS income tax return skip Step 3 and continue to Step 4.)

Important Note—By checking the appropriate box below and signing this document the student is certifying that he or she has not filed and is not required to file a 2015 Federal Tax Return.

Check only one box below (Continued on page 2):

- The student was not employed and did not earn income in 2015
- The student earned income from work in 2015 but will not file and is not required to file a 2015 Federal Income Tax Return. On page two of this worksheet in the space provided write the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form was provided. List every employer even if the employer did not issue an IRS W-2 form.

\*Copies of all 2015 IRS W-2 forms issued to the student by their employers are required.

Student's Name:

ID#:

(Step 3 Continued) Student Nontax Filers Only

Sources/Employer's Name	2015 Amount Earned	IRS W-2 Provided?
Suzy's Auto Body Shop (example)	\$2,000.00(example)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (example)
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Check here if you need additional space and are attaching a separate page that includes the student's name & ID number.

**Step 4 – Verification of 2015 Income Information for Parent Tax Filers** (\*If the parent(s) will not file and are not required to file a 2015 income tax return with the IRS skip Step 4 and continue to Step 5.)

**Important Note—Parent's Income Information to be verified:** If two parents were reported on Step 1 of this worksheet, the instructions and certifications below refer and apply to both parents. Notify the financial aid office if the parents filed separate IRS income tax returns for 2015 or had a change in marital status after December 31, 2015.

**Check only one box below:** (Please note, an IRS Tax Return Transcript is different than a copy of your tax return.)

- The parent(s) filed a 2015 Federal Tax Return electronically and are attaching a signed copy or are attaching a 2015 IRS Tax Return transcript or used the IRS Data Retrieval Tool through FAFSA prior to March 10<sup>th</sup> 2017.
- The parent(s) filed a 2015 Federal Tax Return by mail and are attaching a 2015 IRS Tax Return Transcript or have requested it from the IRS. Date requested: \_\_\_\_\_
- The parent(s) have not yet filed a 2015 federal tax return and will be filing at a later date. By checking this box I, the parent, understand that I will still need to provide my 2015 federal tax & income information by using one of the methods above.

**Step 5 – Verification of 2015 Income Information for Parent Nontax Filers** (\*If the parent(s) filed or will file a 2015 IRS income tax return skip Step 5 and continue to the signature certification.)

**Important Note—Parent's Income Information to be verified:** If two parents were reported on Step 2 of this worksheet, the instructions and certifications below refer and apply to both parents. Notify the financial aid office if the parents filed separate IRS income tax returns for 2015 or had a change in marital status after December 31, 2015.

**Important Note—By checking the appropriate box below and signing this document the parent(s) are certifying that they have not filed and are not required to file a 2015 Federal Tax Return.**

**Check only one box below:**

- The parent(s) were not employed and did not earn income in 2015
- The parent(s) earned income from work in 2015 but will not file and are not required to file a 2015 Federal Income Tax Return. List below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form was provided. List every employer even if the employer did not issue an IRS W-2 form. **\*Provide copies of all 2015 IRS W-2 forms issued to the parent(s) by their employers.**

Sources/Employer's Name	2015 Amount Earned	IRS W-2 Provided?
Suzy's Auto Body Shop (example)	\$2,000.00(example)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (example)
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Check here if you need additional space and are attaching a separate page that includes the student's name & ID number.

**Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and the parent must sign and date. (Please print the form to provide a signature.)

\_\_\_\_\_  
Student's Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Required)

\_\_\_\_\_  
Date

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

*Please submit this worksheet to  
Montana Tech Attn: Financial Aid  
1300 W. Park. St., Butte, MT or fax to  
406-496-4705*

*You should make a copy of this worksheet for  
your records*