

STUDENT NAME: _____ CAMPUS ID# 000 _____

2023-2024 FAFSA Verification Form

Please carefully read, **refer to the instructions, and access our website for useful guidance and tips.**

- Gather your tax form copies for 2021; you may need to refer to them to complete questions on this form.
- Verification reviews may take between 2 to 3 weeks for processing once *all* the documents have been received. You must submit your documents within **three weeks** from your official notice date. Failure to comply within this timeframe may result in the cancellation of **all** need-based aid, and the student will be responsible for the larger balance due accordingly. Please [consult our office policies](#) for ramifications of a past due tuition balance.
- Counselor requests for additional information will appear on **Self-Service**> *Financial Aid*> *Follow-up*, and email.
- Please **PRINT** your responses below in blue or black ink.

❖ SECTION A: Household Information

Independent Students: Check any criteria below that apply to you. Further documentation may be requested.

- Born before 1/1/2000 Married Master's degree Veteran status Supporting your child; supporting a dependent who lives with you foster care/ward of court state court designation as emancipated minor/legal guardianship Unaccompanied youth/homeless status by school district, US HUD, or director of youth/homeless center

In the chart below, list the people in your household, including:

- Yourself, and your spouse if you have one;
- Your children, if you will provide more than half of their support from July 1, 2023 to June 30, 2024; and
- Other people if they now live with you, and you provide more than half of their support and will continue to do so from July 1, 2023 through June 30, 2024

Dependent Students (If you were required to list parent information on the FAFSA)

In the chart below, list the people in your parent(s)' household, including:

- Yourself *and* your parent(s) – include stepparent, if applicable
- Your siblings, including parent(s)' other children if your parent(s) provides more than half of their support from July 1, 2023 – June 30, 2024, even if they do not live with your parent(s).
- Other people who currently live with your parents, receive more than half of their support, and will continue to receive more than half of their support from your parent(s) from July 1 2023 – June 30, 2024.

| Full Name | Age | Relationship to Student | ✓ if parents provide > 50% support | Name of College if Currently Attending* |
|-----------|-----|-------------------------|------------------------------------|---|
| | | SELF | | MANHATTAN COLLEGE |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Include college name for any **non-parent** household member who will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2023, and June 30, 2024. *Attach another sheet if more space is needed.*

❖ **SECTION B: Parents' Marital Status** Their status when you filed your 2023-2024 FAFSA (Select one):

Single/Never Married Married Remarried Separated Divorced Widowed

If **Single/Never Married** or **Separated**, you must complete the [Proof of Parental Separation Form](#). Separations must be verified as legal/physical and financial. If these criteria are not sufficiently documented we may have to include both parents' income, even if taxes were filed separately. This form must be filed each year if selected for verification.

If **Divorced**, you must provide a full copy of the **divorce decree** from the most recent divorce proceeding. Check here ____ if a divorce decree is already on file with our office. We will only request this once throughout your enrollment at Manhattan College, unless the divorce decree is revised in any way.

If **Widowed**, you must provide a copy of your spouse's **death certificate**. Check here ____ if this is already on file with our office. We will only request this once throughout your enrollment at Manhattan College.

STUDENT NAME: _____ CAMPUS ID# 000 _____

✦ **SECTION C: Student Federal Income:** One option must be checked below, as a Filer or Non-Filer:

Tax Return Filers – For students who filed a 2021 federal tax return (1040).

I, the student, used the IRS Data Retrieval Tool in FAFSA to verify my 2021 income.

I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA. **Attached is my 2021 Federal Tax Return (signed) and all completed schedules. Include copies of issued 2021 W-2 wage statements from all employers**

Tax Return Non-Filers – Complete the table below. **Attach copies of issued 2021 W-2 wage statements from all employers.** Attach another sheet if more space is needed.

I, the student, was not employed and had no income earned from work in the calendar year 2021.

I, the student, was employed in 2021. Listed below are the names of my employer(s) and the amount earned from each, even those who did not issue a W-2 form.

| Employer's Name | 2021 Amount Earned | Attached Copy of W-2 |
|-----------------|--------------------|---|
| | \$ | <input type="radio"/> Yes <input type="radio"/> Not Issued |
| | \$ | <input type="radio"/> Yes <input type="radio"/> Not Issued |
| | \$ | <input type="radio"/> Yes <input type="radio"/> Not Issued |

✦ **SECTION D: Parent Federal Income:** One option must be checked below, as a Filer or Non-Filer:

Tax Return Filers – For Parents who filed a 2021 federal tax return (1040).

I/We, the parent(s), used the IRS Data Retrieval Tool in FAFSA to verify my 2021 income.

I/We, the parent(s), is unable/choose not to use the IRS Data Retrieval Tool in FAFSA. **Attached is my 2021 Federal Tax Return (signed) and all completed schedules. Include copies of issued 2021 W-2 wage statements from all employers.**

Tax Return Non-Filers – Complete the table below. **Attach copies of issued 2021 W-2 wage statements from all employers.** Attach another sheet if more space is needed.

I/We, the parent(s), was not employed and had no income earned from work in the calendar year 2021.

I/We, the parent(s), was employed in 2021. Listed below are the names of my employer(s) and the amount earned from each, even those who did not issue a W-2 form.

[If you did not file taxes, please note a verification of non-filing letter is required from the IRS and it is not an indication of whether filing was required for the year]

| Employer's Name | 2021 Amount Earned | IRS W-2 Copy Attached? |
|-----------------|--------------------|---|
| | \$ | <input type="radio"/> Yes <input type="radio"/> Not Issued |
| | \$ | <input type="radio"/> Yes <input type="radio"/> Not Issued |
| | \$ | <input type="radio"/> Yes <input type="radio"/> Not Issued |

✦ **SECTION E: Child Support Paid** Did any parent listed in *Section A* above, or yourself, the student, **pay** child support in 2021?

Yes – complete the table below. **Attach documentation for the total amount of child support paid in 2021.**

No, no one in the household paid child support

| Name of Person Who Paid Child Support | Name of Person To Whom Child Support Was Paid | Name of Child For Whom Support Was Paid | Age of Child For Whom Support Was Paid | Amount of Child Support Paid in 2021 |
|---------------------------------------|---|---|--|--------------------------------------|
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |
| | | | | |

STUDENT NAME: _____

CAMPUS ID# 000 _____

If more space is needed, please attach separate page.

❖SECTION F: Untaxed Income for Parent(s) and/or Student

Did any household member listed in Section A above, or yourself, the student, receive SNAP benefits or Food Stamps in 2021?

- Yes, someone in the household did. Attach the household's annual SNAP earnings statement for 2021.
○ No, no one in the household did

List all sources of untaxed income below. Attach annual earnings statements for 2021 where requested.

Table with 5 columns: Annual Sources of 2021 Untaxed Income Amount, Student, ✓ if none, Parent, ✓ if none. Rows include SNAP, pension/savings plans, child support, living allowances, veterans' benefits, etc.

Real Estate Asset Information:

Please enter the amounts listed on Line 8 of your 1040 (Line 5, Schedule 1): _____ (If none, enter -0-) If you own rental real estate property other than your primary, single-home residence, complete the table below.

Attach a copy of 2021 Schedule E and Schedule 1 from your federal tax return.

Table with 5 columns: Asset Address, Year Acquired, Purchase Price, Current Market Value, Mortgage Balance Remaining.

❖SECTION G: Certification and Signatures – Student & Parent

The student and one parent (for dependent students) must sign below, certifying the accuracy of the information provided on this form.

By signing this worksheet, I/we certify that all information reported on it is true and correct. If I receive financial aid based on false or misleading information, I may lose financial aid or repay financial aid for current and previous years and possibly forfeit my right to future financial aid applications. If you purposely give false or misleading information on this worksheet, you may be reported to the federal Office of Inspector General and to the Dean of Students.

Student Signature / Date

Parent Signature / Date

PLEASE RETURN ALL FORMS AND DOCUMENTATION TO: (Mail, Email or Fax)

Email to finaid@manhattan.edu preferred – scan as PDF; include the student's last name and ID in the filename.