Mount Saint Mary College
NEWBURGH, NEW YORK | LEADING • CARING • INNOVATING

V5/1 –DEP

2019-2020 Verification
Federal Student Aid Programs – Dependent Student

The U.S. Department of Education selected your application for review in a process called Verification. This requires you to submit signed copies of financial and other documents to the Financial Aid Office. **Submit** the completed **worksheet** and Federal **tax transcripts** (if you did not complete your 2019-2020 FAFSA using the IRS Data Retrieval Tool) to: **Mount Saint Mary College, Student Financial Services, 330 Powell Avenue, Newburgh, NY 12550 Email:** sfs@msmc.edu **Fax:** 845-569-3302

DO NOT LEAVE BLANKS.

STEP 1 - Student Information (please print)

_____ _____
Last Name *First Name* *M.I.* *MSMC ID#*

_____ _____ _____ _____
Date of Birth *Social Security Number* *Phone Number* *Student Email Address*

STEP 2 - Family Information

List the people in your parent's household. Include:

- **Yourself and your parent(s)** [including stepparent who lives with you, do not include a non-custodial parent]
- **Your parents' other children**, if (a) your parents will provide ***more than half*** of their support between July 1, 2018 and June 30, 2019 or (b) the children would be required to provide parental information when applying for Federal Student Aid
- **Other people** if they now live with your parents and your parents provide ***more than half*** of their support and will continue to provide more than half of their support between July 1, 2018 and June 30, 2019.

Write the names of all household members in the space(s) below. Also, write in the name of the college for any household member**, excluding your parent(s)** who will be attending college at least half-time between July 1, 2018 and June 30, 2019, and will be enrolled in a program that leads to a college degree or certificate.

Full Name	Age	Relationship	College
		Self	Mount Saint Mary College

If you need more space, attach a separate sheet.

STEP 3 - Tax Forms

You are required to submit all 2017 Federal IRS Tax Return **Transcripts** for you and your parent(s) with this Verification form to our office. **If you resubmit** your 2019-2020 FAFSA and **use the Data Retrieval Tool** (DRT), **you/your parent(s) are not** required to submit the 2017 Federal IRS Tax Return Transcripts.

If you/your parent(s) **did not use** the IRS Data Retrieval Tool, you MUST **obtain** a **TAX Transcript**, **free** of charge, by requesting a transcript online at www.irs.gov. If you/your parent(s) **did not file a tax return**, fill in the information below.

Please note that the Verification process will **NOT** be complete until all required Tax Transcripts are received or the FAFSA is (re)submitted using the data retrieval tool. **Do not submit any state or local tax information.**

STEP 4 - Income Information

If you or your parent(s) **did not file** and are not required to file a 2017 Federal income tax return, check the boxes below that apply:

I (We) did not file and are not required to file a 2017 Federal income tax return.

☐ **You** ☐ **Mother** ☐ **Father**

List below the employer(s) for you and your parent(s) for any income received in 2017. **Use the W-2 form and other earning statements if available.**

Student's Employer	Amount Made	Parent(s) Employer	Amount Made
	$		$
	$		$
	$		$

STEP 5 - Supplemental Nutrition Assistance Program (SNAP) Benefits

Were you and/or your parent(s) eligible to receive SNAP benefits (food stamps) during the 2017 calendar year?

- ○ **YES.** **Additional documentation indicating receipt of SNAP benefits may be required.**
- ○ **NO.**

STEP 6 - Child Support Paid

Did you and/or your parent(s) pay child support during the 2017 calendar year?

- ○ **YES.** **Complete the table below. Additional documentation verifying child support paid may be required.**
- ○ **NO.**

Amount of Child Support Paid	Paid to:	Paid for which child/children
$		
$		

STEP 7 - 2017 Additional Financial Information: (Enter "0" if the answer is "None" – **Do not leave any item blank.**)

Student		Parent(s)
$ _____	Educational credits (American Opportunity, Hope and Lifetime Learning tax credits) from IRS Form 1040 – line 50 or 1040A – line 33.	$_____
$ _____	Taxable earnings from need-based employment programs, such as Federal Work-Study.	$_____
$ _____	Taxable student grant and scholarship aid reported to the IRS in your adjusted gross income. Includes AmeriCorps benefits (awards, living allowance and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships.	$ _____
$ _____	Combat pay or special combat pay; only enter the amount that was taxable and included in your adjusted gross income (AGI).	$_____

2017 Untaxed Income: (Enter "0" if the answer is "None" – **Do not leave any item blank.**)

$ _____	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 forms in Boxes 12a through 12d, codes D, E, F, G, H, and S.	$_____
$ _____	IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS Form 1040 – lines 28 + 32, or 1040A – line 17.	$_____
$ _____	Child support received for **ALL** children. Do not include foster or adoption payments.	$_____
$ _____	Tax exempt interest income from IRS Form 1040 – line 8b or 1040A – line 8b.	$_____
$ _____	Untaxed portions of pensions from IRS Form 1040 – lines 15a minus 15b or 1040A - lines 11a minus 11b. Exclude rollovers. If negative, enter zero here.	$_____
$ _____	Housing, food, and other living allowances paid to members of the military, clergy, and other (including cash payments and cash value of benefits). Do not include the value of on-base military housing or the value of a basic military allowance for housing.	$_____
$ _____	Veterans non-education benefits – list benefit: _____	$_____
$ _____	Other untaxed income not reported above, such as worker's compensation, disability, etc. List source of untaxed income: _____	$_____
$ _____	Money received, or paid on your behalf (e.g. bills), not reported elsewhere on this form.	$_____

STEP 8 - Sign This Worksheet

Each person signing this form certifies that all the information reported on this worksheet is complete and correct.

_____ _____

Student Signature *Date*

_____ _____

Parent Signature *Date*

_____ _____

Signature of Person Paying Child Support *Date*

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STUDENT NAME: _____ SS# _____ MSMC ID# _____

Statement of Educational Purpose

For the 2019-2020 award year selected applicants will be required to verify their identity, submit a Statement of Educational Purpose and proof of their high school graduation. To verify your identity, you must present valid government-issued photo identification such as a state driver's license, non-driver's license, military identification or passport to Mount Saint Mary College Office of Financial Aid. Since your application was selected by the Department of Education for verification of identity, the Mount is required to confirm your completion of high school or the recognized equivalent.

** Students **not** appearing in person must have this Statement of Educational Purpose notarized and **mail the original copy** to Student Financial Services at Mount Saint Mary College. **A faxed copy cannot be accepted. ****

STATEMENT OF EDUCATIONAL PURPOSE

I certify that I, _____, am the individual signing this Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Mount Saint Mary College for 2019-2020.

_____ MSMC ID#_____ Date _____

Student Signature

NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT

State of _____) SS:
County of _____)

The above signed student, _____, personally appeared and satisfactorily provided government issued photo-ID and proved to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

In witness hereof, I hereunto set my hand and official seal.

Sworn before me this_____ day of _____, 20____.

_____ (Seal)

Notary Public

**********FOR OFFICE USE ONLY**********

Proof of identity & High School Completion

☐ Student has submitted a final high school transcript or other equivalent documentation to Mount Saint Mary College that show evidence of graduation or proof of equivalent from an accredited high school or education institution.

☐ Student has shown proof of identity in the form of photo identification such as a driver's license or passport.

RETURN TO: Mount Saint Mary College, Student Financial Services, 330 Powell Avenue, Newburgh, NY 12550
Email: sfs@msmc.edu **Fax:** 845-569-3302

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