

Milwaukee School of Engineering 2019-2020 Verification Worksheet

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for a review process called "Verification." MSOE is required by the Department of Education to review the requested information under 34 CFR, Part 668.

Please submit all required documentation by our priority deadline of July 1st, 2019, or if after, within 15 business days of notification from MSOE. *If you use the IRS Data Retrieval Tool and/or submit FAFSA corrections, please note that it can take up to a week for MSOE to receive the updated FAFSA. Your financial aid will not be determined and/or disbursed until all verification requirements are completed.*

What to do:

1. Complete steps 1 – 5 and sign the Verification Worksheet. **Read all instructions as errors can delay processing of your financial aid.**
2. Submit required documents to the Financial Aid Office via fax (414-277-6952), in person (CC431), or mailed to our attention. Be aware that MSOE may ask for additional information or forms. Please send all necessary information in a timely manner to continue the process.
3. Upon receipt of all documents, MSOE will review and submit corrections to the Department of Education, if necessary.

1. Student Information

Name: _____ MSOE ID Number: _____
 Address: _____ Date of Birth: _____
 City, State Zip: _____ Phone Number: _____

Do you have to include parental information?

A student is considered *dependent* and is required to include parental information *unless* one of the following is applicable:

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> → The student was born before January 1, 1996 → The student is married → The student supports children or other dependents → The student was an emancipated minor → The student was in foster care | <ul style="list-style-type: none"> → The student was in legal guardianship, a ward of the court, or an orphan → The student is homeless or at risk of being homeless → The student is a veteran of the U.S. Armed Forces (or active duty for purposes other than training) → The student is working on a master's or doctorate degree |
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*If you believe you have special circumstances in relation to providing parental information, please contact our office.

2. Family Information

- | | |
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| <p>→ Dependent students should list:</p> <ul style="list-style-type: none"> ○ Themselves ○ Their parents (including a stepparent, if applicable) ○ Their siblings (including step-siblings, if applicable) ○ Their parents' other dependents (if applicable)* | <p>→ Independent students should list:</p> <ul style="list-style-type: none"> ○ Themselves ○ Their spouse (if applicable) ○ Their children (including step-children, if applicable) ○ Their other dependents (if applicable)* |
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**Dependents are those receiving more than 50% of support or would be required to provide parental information when applying for Federal Student Aid.*

Write the name, age, and relationship (to you, the student) of all household members. Also write in the name of the college for any household member, excluding your parent(s), who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary institution any time between July 1, 2019 and June 30, 2020. *If you need more space, please attach a separate page.*

Full Name	Age	Relationship	College
		Self	Milwaukee School of Engineering

3. Student Income Information

Please check **ONLY** one option below.

Non-Tax Filers	Tax-Filers
<p><input type="radio"/> I, the student, did not file a 2017 federal tax return but earned taxable income in 2017.</p> <p>→ I have/will provide copies of all 2017 W-2 forms and earnings statements.</p> <p>→ <i>Independent students only:</i> I have/will provide a Verification of Non-Filing Letter from the IRS dated on or after October 1st, 2018.</p> <p><input type="radio"/> I, the student, was not employed and had no income earned from work in 2017.</p> <p>→ <i>Independent students only:</i> I have/will provide a Verification of Non-Filing Letter from the IRS dated on or after October 1st, 2018.</p>	<p><input type="radio"/> I, the student, did file a 2017 federal tax return and have used/will use the IRS Data Retrieval Tool on the FAFSA or will provide the school a 2017 IRS Tax Return Transcript.</p> <p>→ Copies of 2017 W-2 forms and applicable 2017 Schedules are/will be submitted.</p> <p><input type="radio"/> I, the student, filed an amended tax return (1040X) and have/will provide a copy of the 2017 IRS Tax Return Transcript and a signed copy of the 2017 amended tax return (form 1040X).</p> <p>→ Copies of 2017 W-2 forms and applicable 2017 Schedules are/will be submitted.</p>

4. Parent Income Information (if not applicable, leave blank)

Please check **ONLY** one option below.

Non-Tax Filers	Tax-Filers
<p><input type="radio"/> I/we, the parent(s), did not file a 2017 federal tax return but earned taxable income in 2017.</p> <p>→ I have/will provide copies of all 2017 W-2 forms and earnings statements.</p> <p>→ I have/will provide a Verification of Non-Filing Letter from the IRS dated on or after October 1st, 2018.</p> <p><input type="radio"/> I/we, the parent(s), was/were not employed and had no income earned from work in 2017.</p> <p>→ I have/will provide a Verification of Non-Filing Letter from the IRS dated on or after October 1st, 2018.</p>	<p><input type="radio"/> I/we, the parent(s), did file a 2017 federal tax return and have used/will use the IRS Data Retrieval Tool on the FAFSA or will provide the school a 2017 IRS Tax Return Transcript.</p> <p>→ Copies of 2017 W-2 forms and applicable 2017 Schedules are/will be submitted.</p> <p><input type="radio"/> I/we, the parent(s), filed an amended tax return (1040X) and have/will provide a copy of the 2017 IRS Tax Return Transcript and a signed copy of the 2017 amended tax return (form 1040X).</p> <p>→ Copies of 2017 W-2 forms and applicable 2017 Schedules are/will be submitted.</p>

→ To get a copy of a **2017 IRS Tax Return Transcript**, use the “Get Transcript” tool on www.irs.gov, call 1-800-908-9946, or fill out IRS Form 4506-T and return directly to the IRS via fax or mail. This can also be utilized for a 2017 Verification of Non-Filing Letter if you have not filed taxes. Please notify us when this step has been completed.

→ If you cannot obtain your W2s or Schedules, please submit a copy of a **2017 Wage and Tax Statement**. To request a copy, use the “Get Transcript” tool on www.irs.gov or fill out IRS Form 4506-T and return directly to the IRS via fax or mail. Please notify us when this step has been completed.

5. Certification & Signature

BEFORE YOU SUBMIT THIS WORKSHEET:

- Have you completed the family information section of this form?
- Have you answered income questions for both student and parent (if applicable)?
- Have you included all required documentation, such as W-2s?
- Have both student and parent (if applicable) signed the worksheet?

WARNING:

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

By signing this worksheet, I (we) certify that all the information reported to qualify for federal student aid is complete and correct.

PLEASE NOTE: MSOE will not accept typed signatures, signatures that are completed using PDF editor, or signatures that are written in pencil.

Student’s Signature: _____ Date: _____

Parent’s Signature*: _____ Date: _____

*Dependent students only. The parent who signs must be one the parents listed on the FAFSA.