



# Morrison Institute of Technology

701 Portland Avenue, Morrison, Illinois 61270  
www.morrisontech.edu

815-772-7218 Phone  
815-772-7584 Fax

## 2020-21 Dependent Verification Worksheet

Your 2020–2021 Free Application for Federal Student Aid (FAFSA) was selected by the Department of Education for review in a process called verification. The Financial Aid Office at Morrison Institute of Technology will compare your FAFSA with the information on this worksheet and with any other required documents.

If there are differences, we will send corrections to the FAFSA processor who will send you a revised Student Aid Report (SAR).

Please complete and return using one of the following: 1) fax: 815-772-7584 2) email: [findoc@morrisontech.edu](mailto:findoc@morrisontech.edu) 3) US mail: Morrison Institute of Technology, ATTN: Financial Aid, 701 Portland Avenue, Morrison, IL 61270.

You will not receive any federal financial aid until all verification requirements complete.

### Student Information:

Student's Name (please print): \_\_\_\_\_ Last 4 of SSN: \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Family Information:** List below the people in your parent(s)' household. Include:

- Yourself
- Your parent(s) (including a stepparent) even if you do not live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of the children's support from July 1, 2020, through June 30, 2021, or if the other children would be required to provide parental information if they were completing a FAFSA for 2020–2021. Include children who meet either of these standards, even if a child does not live with your parents.
- Other people if they now live with your 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 through June 30, 2021.

Number in College: Include the name of the college for any household member, excluding the parent(s), who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2020, and June 30, 2021.

*If more space is needed, attach a separate page with the student's name and last four of Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>	<i>Morrison Institute of Technology</i>	

**Note:** We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

## Student and Parent(s) Income Verification

**Instructions:** *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov). In most cases, no further documentation is needed to verify 2018 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.*

**Student: Check the box that applies:**

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2018 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2018 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2018 IRS Tax Return Transcript(s)**. [See instructions below]

**Parent: Check the box that applies:**

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2018 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2018 IRS income tax return information into the student's FAFSA.
- The parents are unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2018 IRS Tax Return Transcript(s)**. [See instructions below]

A **2018 IRS Tax Return Transcript** may be obtained through:

- **Get Transcript by MAIL** – Go to [www.irs.gov](http://www.irs.gov); click "Get Your Tax Record." Click "Get Transcript by MAIL." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript ONLINE** – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

### Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

**WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

\_\_\_\_\_  
Print Student's Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent's Name

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

\_\_\_\_\_  
Date