



Office of Financial Aid

2026-2027 V5 Verification Worksheet

Your FAFSA application was selected for review in a process called "Verification." In this process, Marion Technical College (MTC) will be comparing information from your FAFSA with copies of your, your spouse's (if applicable), or your parent(s) 2024 Federal tax transcripts, or with W-2 forms or other financial documents. The Dept. of Ed. requires MTC to process this information in order for the student to receive Federal aid. If there are differences between your FAFSA information and your financial documents, we will send corrections electronically to have your information reprocessed. MTC must review the requested information under the financial aid program rules (CRF Title 34, Part 668).

SECTION A: STUDENT INFORMATION

Name: \_\_\_\_\_ Student ID Number \_\_\_\_\_
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
Primary Phone: \_\_\_\_\_

SECTION B: FAMILY SIZE – Who to include?

DEPENDENT STUDENT:

- The student
The student's parents (or stepparent, if applicable), even if the student is not living with them. Exclude a parent who has died or is not living in the household because of separation or divorce. Include a parent who is active duty in the U.S. Armed Forces apart from the family.
Your siblings IF all of the following are true:
Other persons if the following are true:

INDEPENDENT STUDENT:

- The student
The student's spouse (if applicable)
The student's dependent children if all of the following are true:
Other persons if the following are true:

Table with 3 columns: Full Name, Age, Relationship. Includes a row with 'Self' in the Relationship column.

## SECTION C: TAX FORMS AND INCOME INFORMATION (all applicants)

The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web at FAFSA.gov. It takes up to 2 weeks for the IRS income information to be available for the IRS Data Retrieval Tool for electronic filers, and up to 8 weeks for paper IRS tax return filers. Contact the Financial Aid Office if more information is needed about using the IRS Data Retrieval Tool.

### • STUDENT Tax Forms and Income Information

- Check only one box below.
  - The STUDENT **has used** the FA-DXX in FAFSA on the Web to retrieve and transfer 2024 IRS income information into the student's FAFSA
  - The STUDENT is **unable or chooses not to use** the IRS Data Retrieval Tool in FAFSA on the Web, and will instead **provide the school with a 2024 IRS Tax RETURN Transcript(s)**. Tax RETURN transcripts can be requested from the IRS by using this link: <http://www.irs.gov/Individuals/Get-Transcript>.
  - The STUDENT is unable to obtain a tax transcript, and **will provide a SIGNED copy of their 2024 tax return.**
  - Check here if you **will not file and are not required to file** a 2024 U.S. Income Tax Return.
  
- If you **did not file and are not required to file** a 2024 Federal income tax return, list below your employer(s) and any income received in 2024 (use W-2 or other earning statements if available)

Sources of Income – complete only if you did not file taxes	Amount Earned in 2024	W-2 / 1099 Attached
Joe's Auto Repair (example)	\$2,000 (example)	Yes (example)
	\$	
	\$	
	\$	

### • SPOUSE'S or PARENT'S Tax Forms and Income Information

- Check only one box below.
  - The SPOUSE/PARENT **has used** the FA-DXX Tool in FAFSA on the Web to retrieve and transfer 2024 IRS income information into the student's FAFSA
  - The SPOUSE/PARENT is **unable or chooses not to use** the IRS Data Retrieval Tool in FAFSA on the Web, and will instead **provide the school with a 2024 IRS Tax RETURN Transcript(s)**. Tax RETURN transcripts can be requested from the IRS by using this link: <http://www.irs.gov/Individuals/Get-Transcript>.
  - The PARENT is unable to obtain a tax transcript, and **will provide a SIGNED copy of their 2024 tax return.**
  - Check here if you **will not file and are not required to file** a 2024 U.S. Income Tax Return.
  
- If you **did not file and are not required to file** a 2024 Federal income tax return, list below your employer(s) and any income received in 2024 (use W-2 or other earning statements if available)

Sources of Income – complete only if you did not file taxes	Amount Earned in 2024	W-2 Attached
Joe's Auto Repair (example)	\$2,000 (example)	Yes (example)
	\$	
	\$	
	\$	

**SECTION D: CERTIFICATION AND SIGNATURES**

Each person signing below certifies that all of the verification documents submitted with this certification are complete and correct. *If dependent, at least one parent must sign.*

**WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**  
**PLEASE DO NOT SIGN ELECTRONICALLY.**

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

\_\_\_\_\_  
Student's ID Number

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (Required)

\_\_\_\_\_  
Date

**Return this form and ALL documentation to MTC Financial Aid Office.**

## SECTION E: IDENTITY VERIFICATION

Check box that applies below:

- The student appeared in person and presented acceptable identification to an institutionally authorized individual.
- The student was verified by a service provider that is compliant with Nation Institute of Standards and Technology Identity Assurance Level 2 (NIST IAL2). The institution received acceptable documentation directly from the service provider confirming the date of the verification and that the student's identity was verified under the NIST IAL2 standard.
- The student was unable to appear in-person and provided the institution with a copy of the acceptable identification presented to a notary and a signed notary statement.
- The student was unable to appear in-person and appeared in a video call with institutional personnel and presented the acceptable identification to an institutionally authorized individual.
- The student is a confined or incarcerated individual and was verified by an authorized official at the correctional facility where the individual is confined or incarcerated.

### **OFFICE USE ONLY**

I certify that I have received a valid copy of unexpired identification. Type \_\_\_\_\_

Print FA Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Present Documents to a Notary

(To be signed with a Notary Public Official and sent to the Marion Technical College Financial Aid Office)

### Notary's Certificate of Acknowledgement

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_  
(Date) (Notary's name)

Personally appeared, \_\_\_\_\_, and provided \_\_\_\_\_  
(Student's Name) (Document Type)

### WITNESS my hand and official seal:

(Seal)

\_\_\_\_\_  
(Notary signature)

My commission expires on \_\_\_\_\_  
(Date)

### MAIL NOTARIZED FORM TO:

Marion Technical College, Financial Aid Office  
1467 Mt. Vernon Ave  
Marion, OH 43302