

VERIFICATION POLICY

Verification is the process used by MSCTC to check the accuracy of the information a student and/or the students' parents have provided by Federal regulations. Information is verified by securing additional documentation or, in some cases, a signed statement attesting to the accuracy of the information provided. No student will be awarded aid until verification is complete. Information must be submitted prior to the students last day of attendance.

MSCTC's policy is to verify all financial aid applications selected by the Department of Education. Selected applicants are requested to submit:

- Base year tax returns for the student and/or the parents. Student tax returns must be signed by student. Parental tax returns must be signed by one of the parents.
- Verification worksheet must be completed in it's entirety. Dependent students must have their own and one parent signature on the form.
- Other applicable documents upon request from the Financial Aid Office.

Criteria to be verified will include, but not limited to:

1. Adjusted gross income
2. U.S. income tax paid
3. Untaxed income
4. Household size and number in college
5. Independent student status if the student is under the age of 24

All verified information will include both student and parents if the student is dependant and required to submit parent information on the FAFSA.

REQUIRED DOCUMENTATION

The college requires all selected applicants to submit appropriate documentation to verify required verification items and requires documentation of non required items to resolve any discrepancy in the student file.

All students selected for verification must submit both student tax and parent taxes, if applicable, to the financial aid office along with the Verification Worksheet.

To verify adjusted gross income, the college uses the IRS 1040, 1040A, or 1040EZ as the primary documentation source. If the IRS 1040 is unavailable or an inappropriate source of verification, the following secondary sources may be accepted:

1. A copy of tax return. To obtain a copy complete and mail form 4506 to the Internal Revenue Service. To obtain a tax transcript call 1-800-829-1040 and use the automated system to request one. Steps generally include: choose option for “personal tax account” enter social security number, choose “transcript” enter numbers of street address and year of the tax return requesting.
2. Divorced, separated, or widowed student or parent who files a joint tax return: The student or parent must submit a copy of the joint return and the appropriate W-2 statement or statement of earnings from the employers. If other taxable income (i.e., interest, dividends, business income) is included in adjusted gross income on the joint return, the amounts received from these sources, if approved, must be added to the amount earned to compute the adjusted gross income. A student or parent’s signed statement is sufficient to verify the manner in which the income (other than W-2 income) is divided. The percentage of taxes paid is calculated by the same percentage of income contributed by the student or parent to the combination income.
3. Non-filers: A properly completed verification worksheet sufficiently documents income earned from work. No further documentation is required. If the financial aid professional has reason to believe that a person would have been required to file a US tax return, a letter from the IRS would be required.

To verify income taxes paid, the college uses the same items listed to verify adjusted gross income.

To verify household size, a review of names of family members as listed on the verification worksheet is made. Verification of unclear information may be requested from the student and family via written statement or phone conversation.

To verify number in post-secondary education, the college reviews the information provided on the verification worksheet. If the information is unclear, clarification will be requested from the student and family via written statement. MSCTC may also contact other schools to verify enrollment status of family members.

UNTAXED INCOME

Sources of untaxed income that require verification are:

1. Child Support
2. Earned Income Credit
3. Foreign Income Exclusion
4. Interest on tax-free bonds
5. IRS’s
6. Social Security

To verify Social Security Benefits, the college uses the:

1. IRS 1040, or
2. Social Security Form 1099. MSCTC does not require all Social Security Benefits to be verified by Form 1099. If MSCTC has reason to question the amount of Social Security Benefits received. A copy of the 1099 will be required.
3. Untaxed Income on Verification Worksheet, or a signed statement from student/parents.

To verify child support, the college reviews the information provided on the Verification Worksheet. If the information is unclear, clarification will be requested from the student, or in the case of a dependent student, from the custodial parent, via written statement.

To verify other untaxed income, the college uses the:

1. Verification Worksheet, and/or
2. IRS forms 1040, 1040A
3. Signed statement from student/parents.

To verify independent student status, (if under 24), the college uses the following:

1. If independent by Veteran Status, the student must supply a copy of his/her DD214 showing honorable discharge and a veteran (not reserve) status.
2. If independent by Ward of the Court Status, the student must supply a copy of court documents supporting the status.
3. If independent by legal dependants, the student must supply a copy of child's birth certificate. MSCTC may also request, if deemed appropriate, verification of income to show that student had enough income to provide one-half the support of the child.

CORRECTIONS

If the verification process reveals that errors have been made in the application information, the necessary steps will be taken to correct the information. Corrections are made at the institutional level using the ISRS System. Changes that affect the EFC are electronically transmitted to the processing center. Students will be notified of corrections

made by the Department of Education using a corrected SAR or ISIR. No financial aid will be released until a correct ISIR has been received by the Financial Aid Office.