

# MCLA

## 2023-2024 Verification Worksheet

Please return form to:  
 MCLA Financial Aid Office  
 375 Church St. North Adams, MA 01247  
 Tel: 413.662.5219 / Fax: 413.662.5105

PLEASE COMPLETE AND ATTACH ALL OF THE REQUESTED INFORMATION.

### STEP 1: Student Information

Please provide **LEGAL NAME** -

\_\_\_\_\_  
 Last Name                      First Name                      M.I.

\_\_\_\_\_  
 Social Security Number

\_\_\_\_\_  
 Street Address (include apt. #.)

\_\_\_\_\_  
 Date of Birth

\_\_\_\_\_  
 City                                      State                                      Zip Code

\_\_\_\_\_  
 Student's Email Address

\_\_\_\_\_  
 Home Phone Number (include area code)

\_\_\_\_\_  
 Alternate or Cell Phone

### STEP 2: Family Information

Fill in the chart below. Be sure to include:

- Yourself and
- Your parent(s) (including a step-parent)  
*You must include your parent(s) if you are a dependent student.*
- Other dependent children of your parent(s),  
 --If your parent(s) will provide more than half of their support from July 1, 2023, through June 30, 2024.
- Other people,  
 --If they now live with your parent(s) and your parent(s) will provide more than half of their support July 1, 2023, through June 30, 2024.

#### Self-Supporting Students

- Yourself
- Your spouse (if you are married)
- Your children, if you will provide more than half of their support between July 1, 2023 and June 30, 2024.
- Other people, only if they live in your household and you will provide more than half of their support between July 1, 2023 and June 30, 2024.

FULL NAME	AGE	RELATIONSHIP	NAME OF COLLEGE/UNIVERSITY ATTENDING AT LEAST HALF-TIME FOR 2023-2024
		<i>You - the student</i>	<i>MCLA</i>

**STEP 3: STUDENT TAX & INCOME INFORMATION FOR THE 2021 CALENDAR YEAR.**

**Check ONLY ONE:**

- I filed taxes in 2021, and I selected IRS data retrieval when completing the FAFSA.
- I am attaching a copy of my 2021 Tax Return Transcript or a **signed copy** of my 2021 Federal Tax Returns, 1040 Form and Schedules 1-3, as applicable. To request a 2021 Tax Return Transcript, go to [www.irs.gov](http://www.irs.gov), or call 800-908-9946.
- I was not required to file a 2021 Federal Tax Return. **Dependent students** must provide W-2's. **Independent students must provide a non-filing verification letter from the IRS, and W-2's.** To receive a non-filing verification letter and/or a Wage and Income Statement from the IRS go to [www.irs.gov](http://www.irs.gov).

Employer's Name	2021 Amount Earned	Attach IRS W-2

**STEP 4: PARENT OR SPOUSE TAX & INCOME INFORMATION FOR THE 2021 CALENDAR YEAR.**

**Refer to the chart in STEP 2.** If you included a parent or spouse in your Family Information, you **must** complete this section.

**Check ONLY ONE:**

- My parent(s) filed in 2021, and I selected IRS data retrieval for my parent(s) or my spouse when completing the FAFSA.
- I am attaching my parent(s), or spouse's 2010 Tax Return Transcript or a **signed copy** of my parent(s), or spouse's 2021 Federal Tax Returns, 1040 Form and Schedules 1-3, as applicable. To request a 2021 Tax Return Transcript, go to [www.irs.gov](http://www.irs.gov), or call 800-908-9946.
- My parent(s), or spouse, was not required to file a 2021 Federal Tax Return. I am attaching a non-filing verification letter from the IRS and W-2's. To request a non-filing verification letter and/or Wage and Income Statement from the IRS go to [www.irs.gov](http://www.irs.gov).

Employer's Name	2020 Amount Earned	Attach IRS W-2

**STEP 5: CERTIFICATION** By signing this worksheet, I certify all of the information report is complete and correct.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent OR Spouse Signature (if applicable)

\_\_\_\_\_  
Date