Dependent Verification Worksheet
Dep - V1 2024-2025

Please read the entire form, complete ALL sections, attach the requested documentation, sign the form, and return it to the Financial Aid Office. By law, Mesalands Community College has the right to request this information before awarding financial aid. If there are differences between the information submitted and your Free Application for Federal Student aid (FAFSA) the school will make the necessary changes.
***** Incomplete worksheets and documentation will cause delays in processing your financial aid. No determination of aid eligibility can be made until all documents are received and reviewed.***

Part 1. Student Information:

First Name:	Last Name:	Student ID:
Address:		Date of Birth:
City, State, Zip:		Phone:

Student's Mesalands E-mail address: _____@mesalands.edu

Part 2. Student & Parent Tax Information:

Completing the FAFSA requires using tax information - either paper forms or the automatic IRS Data Retrieval system. If the IRS Data Retrieval Option was used and you made no changes to your FAFSA move to question 1.

If you and/or your parents did not use the IRS Data Retrieval Option, go to www.studentaid.gov and update the FAFSA using the IRS service now. After you complete this step, check the appropriate line below.

If you and/or your parents did not or could not use the IRS Data Retrieval option, you must provide our office with an official copy of IRS tax return transcripts. *Tax return transcripts can take two or more weeks to arrive.* Your 2022 tax return transcripts may be ordered by calling (800) 908-9946 or online at www.irs.gov. *We are able to accept a signed copy of your or your parents' 2022 tax return.*

STUDENT: Mark the line that best applies. Follow the instructions. Attach documents if required.

1. **Did the student file a 2022 federal tax return?** YES ___ If "yes," go to 1.a.
   NO ____ If "no," skip to question 1.b.

1.a. Did the student use the IRS Data Retrieval option to complete or update the FAFSA?
YES ___ If "yes," go to question 2 in the parents' section.
NO ____ If "no," attach a copy of the IRS tax return transcript (see directions above) and go to question 2 in the parents' section.

1.b. Even if the student did not file a tax return, did the student work at all, or earn any income in 2022?
YES ___ If "yes," fill in the box below and attach all W2 forms.
NO ____ If "no," go to parents' section.

Name of employers in 2022	Total amount earned in 2022	Is W2 Attached?
1.	$	Yes No
2.	$	Yes No
3.	$	Yes No

PARENT(s): Mark the line that best applies. Follow the instructions. Attach documents if required.

2. **Did the parent(s) file a 2022 federal tax return?** YES ___ If "yes," go to 2.a.
   NO ____ If "no," skip to question 2.b.

2.a. Did the parent(s) use the IRS Data Retrieval option to complete or update the FAFSA?
YES ___ If "yes," go to Part 3.
NO ____ If "no," attach a copy of the IRS tax return transcript (see directions above) and go to Part 3.

2.b. Even if the parent(s) did not file a tax return, did the parent(s) work at all, or earn any income in 2022?
YES ___ If "yes," fill in the box below and attach all W2 forms.
NO ____ If "no," go to Part 3.

Name of employers in 2022	Total amount earned in 2022	Is W2 Attached?
1.	$	Yes No
2.	$	Yes No
3.	$	Yes No
4.	$	Yes No

Part 3. Family Information:

List the persons in your parent's household in the chart below. Include the following:

1. Yourself, even if you don't live with your parents (i.e. - living in an apartment, with friends, etc.).
2. Your parent(s) in the household, including your stepparent, if applicable.
3. Your parents' other children if your parents will provide more than half of the other children's' support from July 1, 2024, to June 30, 2025.
4. Other people if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half their support from July 1, 2024, to June 30, 2025.

Also, identify the name of the college for any family member (except your parents) who will be attending college between July 1, 2024, and June 30, 2025, and will be enrolled at least half-time (6 or more credit hours) in a degree or certificate program. If you need more space add a separate page. Siblings taking DUAL credit courses while in high school, do not count.

First and Last Name*	Age	Relationship	Name of College in 2024-2025**	Enrolled at least ½ time
Example: Martha Jones	*19*	*Sister*	*Fort Lewis*	*YES*
1. (*Student):*		SELF		
2.				
3.				
4.				
5.				
6.				

*Proof of financial support may be requested.
**Proof of at least half-time enrollment in 2024-2025 may be requested.

Please return this form and all required attachments within two weeks. You may submit forms in person, via fax or scanned documents via email. Please do not submit pictures of documents.
Your financial aid WILL NOT be finalized until all verification paperwork is complete.

By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and accurate. (At least one parent must also sign.) Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

Student Signature _____ **Date**

Parent Signature _____ **Date**

FINANCIAL AID OFFICE USE ONLY

Signature of Financial Aid Staff Member: _____
Date received all documents: _____
Verification completed: _____
Secondary Verification Completed: _____

Mesalands Community College
Financial Aid Office
911 South Tenth St., Tucumcari, NM 88401
Phone: 575-461-6600, x6640 Fax: 575-461-1901