



Financial Aid
May Hall, Room 111
Dickinson State University
291 Campus Drive
Dickinson, ND 58601-4896

Office Hours: 7:45 a.m. - 4:30 p.m. Monday - Friday
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Fax: 701-483-2409
Web: www.dickinsonstate.edu
Email: dsu.financialaid@dickinsonstate.edu

FINANCIAL AID VERIFICATION PROCESS

Your 2023 - 2024 Free Application for Federal Student Aid (FAFSA) has been selected for a review process called "Verification." In this process, the Financial Aid Office will compare the information you provided on your FAFSA with the financial documents requested by our office. If there are discrepancies, additional information may be requested or corrections will be made and your financial aid award notification may be adjusted.

Please be advised that the Verification process can take up to **four** weeks after receipt of *all* requested documentation. ***Your financial aid cannot be disbursed until the process is complete.*** Therefore, we ask that you submit all information **WITHIN 30 DAYS**. Incomplete or illegible paperwork will be returned to you, thereby delaying the processing of your financial aid disbursement. Failure to return the requested documentation may result in the cancellation of your aid. Thank you for your cooperation and prompt response.

Please follow the steps below to successfully complete verification.

1. VERIFICATION WORKSHEET (everyone)

Complete and sign the enclosed **Verification Worksheet**. Do not leave any questions blank. Failure to complete all sections and provide all requested signatures will result in the worksheet being returned to you.

2. IRS TAX RETURN TRANSCRIPT (tax filers only)

Submit your 2021 IRS Tax Return Transcript or signed 2021 Federal Tax Return (1040) **AND** all applicable Schedules (1-3) **if you did not use the IRS Data Retrieval Tool, or if you have income from self-employment.** Instructions on how to order your transcript can be found on the reverse side of this letter.

3. W-2 FORMS

Submit all 2021 W-2 forms if you did not file a 2021 Income Tax Return with the IRS or if requested.

4. IRS LETTER OF NON-FILING (independent students or parent(s) of dependent student only)

Submit your IRS Letter of Non-Filing if you did not file taxes in 2021. Instructions on how to obtain this can be found on the reverse side of this letter.

5. ADDITIONAL FORMS (everyone)

If additional forms are requested, they must be completed, signed and submitted with the documentation requested above.

IRS TAX RETURN TRANSCRIPT PROCESS

Tax filers can request a Tax Return Transcript or Letter of Non-Filing from the Internal Revenue Service (IRS), **free** of charge, in one of the following ways:

1. **Online Request:** Available on the IRS website at <https://www.irs.gov/individuals/get-transcript>
 - You can print your transcript online or have it mailed to you:

Request Online

Request your transcript online for the fastest result.

What You Need


If you don't have an existing IRS username or ID.me account, have your photo identification ready.

What You Get

- All [transcript types](#) are available online
- View, print or download your transcript
- Verify your identity once, and you can easily return later to get a transcript or use other IRS online services.

[Get Transcript Online](#)

Caution: This service is for individual taxpayers to retrieve their own transcripts for their own purposes. Use by any other entities is prohibited.

- Sign in or create an account if you do not have one.
 - Reason you need a transcript: Higher Education/Student Aid.
 - Customer File Number Can be left Blank. Hit Go.
 - Select 2021 Return Transcript.
- *Letters of non filing will have  behind it.

Alternative to Requesting a Transcript Online

We recommend requesting a transcript online, since that's the fastest method. If you can't get your transcript online, you can request one by mail instead.

What You Need

To request a transcript by mail, you need your mailing address from your latest return.

What You Get

- Tax Return or Tax Account [transcript types](#) delivered by mail
- If you need your prior year Adjusted Gross Income (AGI) to e-file, choose the tax return transcript type when making your request.
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you

[Get Transcript by Mail](#)

You can also request a transcript by mail by calling our automated phone transcript service at [800-908-9946](tel:800-908-9946).

- Enter your address **exactly** like it is listed on your 2021 tax return.
- Under the Type of Transcript, select the **Return Transcript**.
Do **NOT select *Account Transcript*
- Under the Tax Year, select 2021.
- Hit Continue to complete the request.

2. **Telephone Request:** Available from the IRS by calling 1-800-908-9946.
 - Tax filers must follow prompts to enter their Social Security Number for the person *listed first* on the tax return and the numbers in their street address. Generally, these will be the numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the U.S. Postal Service, the IRS may have the updated address on file.
 - Press 2, to request the IRS Tax Return Transcript, and then enter "2021".
 - If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request in 5 to 10 business days from the time the online request was successfully transmitted to the IRS.
3. **Mail Request:** If unable to request online or by phone, you can request the Tax Return Transcript or Verification of Non-Filing Letter by mail.
 - Go to IRS.gov, search 4506-T, Print off the form and mail to appropriate address.
 - Year request = 12/31/2021