



## Financial Aid Office

291 Campus Drive  
 May Hall Room 209  
 Dickinson, ND 58601

1-800-279-4295 or (701) 483-2238

Fax (701) 483-2720

# 2016-2017 Verification Worksheet Dependent – V1

### A. Student Information

Last Name	First Name	M.I.	Student ID#
Student's Current Address			Social Security Number
City	State	Zip	Student's Telephone Number
E-Mail Address			Date of Birth

### B. Family Information: *Please carefully read the instructions when completing the section below.*

**Write your name and age on the first line.** List your parent(s) in the household (including stepparent). Only list the name(s) of the parent/stepparent used on the FAFSA. **List the other children (siblings) in your family born after 01/01/1993, only if your parents will provide more than 50% of their support from July 1, 2016 through June 30, 2017 OR if the sibling is required to provide parental information when applying for Federal Student Aid.** Include stepchildren, but not foster children.

After listing household members, indicate the name of the college for any household member (other than parent/stepparent) who will be attending at least half time between July 1, 2016 and June 30, 2017 and will be enrolled in a degree program. If you need more space, attach a separate page.

LIST ALL HOUSEHOLD	Household Members First and Last Name	Age	Relationship to Student	Name of College
	1.		STUDENT/SELF	Dickinson State University
	2.			
	3.			
	4.			
	5.			

### C. 2015 Tax Return Information

	Student Section		Parent Section
	Check here if you filed a 2015 tax return. If requested in the enclosed Verification Letter, <b>attach a copy of the 2015 IRS Tax Transcript, W-2's and complete Section D.</b>		Check here if you filed a 2015 tax return. If requested in the enclosed Verification Letter, <b>attach a copy of the 2015 IRS Tax Transcript, W-2's and complete Section D.</b>
	Check here if you will not file and are not required to file a 2015 U.S. Income Tax Return and <b>complete Section D.</b>		Check here if you will not file and are not required to file a 2015 U.S. Income Tax Return and <b>complete Section D.</b>
	Check here if your income includes an IRA rollover, <i>attach a copy of your 1099-G form.</i>		Check here if your income includes an IRA rollover, <i>attach a copy of your 1099-G form.</i>
	Check here if you filed an amended tax return, <b>attach a copy of the 2015 IRS Tax Transcript, signed copies of both of the 2015 IRS Forms (1040 and 1040X) and W-2's.</b>		Check here if you filed an amended tax return, <b>attach a copy of the 2015 IRS Tax Transcript, signed copies of both of the 2015 IRS Forms (1040 and 1040X) and W-2's.</b>

**D. 2015 Earned Income Information** – Please *attach copies of your 2015 W-2's and other documentation of all income and benefits received.*

***Do Not Leave this Section Blank***

If you and/or your parent(s) earned income by working in 2015 list below your 2015 employers and the amount earned at each job (use Box 1 of the W-2 form or other earnings statements):

Name of Employer/Source of Income	Student Amount	Father/Step-father Amount	Mother/Step-mother Amount
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

Please check the box if you had zero income:  Student  Father/Step-father  Mother/Step-mother

**If a box was checked above for your Father and/or Mother, attach a written statement explaining the means of 2015 financial support for the people listed in your parent(s) household.**

**E. Additional Financial Information**

- Did you or your parent(s) **receive** child support in 2015?  Yes  No If yes, how much was **received** \$ \_\_\_\_\_
- Did you or your parent(s) **pay** child support in 2015?  Yes  No

***Do not include support paid for children listed in section B on the front of this worksheet.***

If yes, who paid child support?  Student  Parent(s)

What was the total amount of child support **paid** in 2015? \$ \_\_\_\_\_

Name of the person to whom child support was paid: \_\_\_\_\_

Name and age of the children for whom child support was paid: \_\_\_\_\_

- Did you earn Federal Work-Study funds in 2015?  Yes  No  
If yes, total amount earned in 2015? \$ \_\_\_\_\_ At what College/University? \_\_\_\_\_

**Please attach a copy of your W-2's for these earnings.**

- Did you or anyone in your parent(s) household receive **food stamps** (SNAP) in 2014 or 2015?  Yes  No  
If yes, who received this benefit?  Student  Parent(s)  Other

For which year(s)?  2014  2015

**Please attach a copy of your eligibility letter from the agency that issues the Food Stamps benefit.**

**F. Sign this Worksheet**

By signing this Verification Worksheet, both student and parent certify that all the information reported is true and accurate.  
**WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

**Student** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ Is this worksheet completely filled out?

\_\_\_\_\_ Did you provide copies of your IRS Tax Return Transcripts and W-2's?

\_\_\_\_\_ Did you remember to include all requested documentation?

Please submit to:  
Dickinson State University  
291 Campus Drive, May Hall Room 209  
Dickinson, ND 58601



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# DEPENDENT FINANCIAL AID VERIFICATION PROCESS

Your 2016 - 2017 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. If an answer is zero or does not apply, write in "0". 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 2015 IRS Tax Return Transcript. Instructions on how to order your transcript can be found on the reverse side of this letter.

If you have a partnership, please include a K-1 (Form 1065).

### **3. W-2 FORMS**

Submit all W-2 forms for 2015, even if you were not required to file a 2015 Income Tax Return with the IRS. If you were not issued any W-2 forms or paid wages in cash in 2015, you must indicate this in Section D on the Verification Worksheet (attached).

### **4. ADDITIONAL FORMS (everyone)**

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

## IRS TAX RETURN TRANSCRIPT PROCESS

A Tax Return Transcript will not be available until at least two weeks after you have electronically submitted your federal income tax return. If you are NOT receiving a refund from the IRS, your tax return will NOT be processed until after April 15.

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

- 1. Online Request:** Available on the IRS website at <http://www.irs.gov>. Under tools click on Get Transcript for My Tax Records.
  - Click on “Get Transcript” by Mail. Enter your social security number, date of birth, street address (that was listed on your 2015 tax return), zip and click continue. See a Type of Transcript drop box, which you will select the Return Transcript **NOT** the Account Transcript. Click on the Tax Year drop box for the year you want to retrieve (2015), and click on Continue button.
  - If you only filed an original return, submit a Return Transcript. If you filed an amended return (1040X) after your original return, submit a signed photocopy of the original federal 1040 and a signed photocopy of the 1040X amended tax return.
  - If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request within approximately 10 business days. This can vary depending on the time of year.
  
- 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 “2015”.
  - 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.