



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

FINANCIAL AID VERIFICATION PROCESS

Your 2017 - 2018 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 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 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 a tax transcript.”

The screenshot shows the IRS website homepage. At the top left is the IRS logo. To the right are links for Subscriptions, Language, and Information For... Below these is a search bar with a magnifying glass icon and the word "Advanced". A horizontal navigation menu contains: Filing, Payments, Refunds, Credits & Deductions, News & Events, Forms & Pubs, Help & Resources, and for Tax Pros. Below the menu are four large tiles: "File Your Tax Return" (with a man's photo), "Get Your Refund Status" (with a woman's photo), "Pay Your Tax Bill" (with a man's photo), and "IRS.gov En Español" (with a woman's photo). Below these are four red-bordered boxes: "Forms and Pubs" (listing 1040, 1040EZ, W-4, W-9, 1099-MISC, Pub 15, Pub 17, W-7, Tax Table, Find Forms, and More...), "Hot Topics" (listing Get answers to your tax questions, What to do with a notice or letter, ITIN renewal, Notify us of an address change, Affordable Care Act, and More...), "Tools" (listing Apply for an online payment plan, Get a tax transcript, Apply for an employer ID number, Change your tax withholding, Check status of your amended return, and More...), and "Filing & Payment" (listing where's my refund?, freefile, e-file, and EFTPS).

- You can print your transcript online or have it mailed to you:

Get Transcript ONLINE

What You Need
To register and use this service, you need:

- your SSN, date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- a mobile phone with your name on the account.

What You Get

- View, print or download your transcript
- Transcript types available online
- Username and password to return later

Get Transcript by MAIL

What You Need
To use this service, you need your:

- SSN or Individual Tax Identification Number (ITIN),
- date of birth, and
- mailing address from your latest tax return

What You Get

- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you
- Transcript types available by mail

- Click on “Get Transcript Online or by Mail” and follow the prompts.
- Enter your address exactly like it is listed on your 2015 tax return.
- Under the Type of Transcript drop box, select the Return Transcript **NOT** the Account Transcript.
- Under the Tax Year drop box, select 2015.

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.