



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
 Phone: 1-800-279-4295 ext. 2 or 701-502-4407
 Fax: 701-483-2409
 Web: www.dickinsonstate.edu
 Email: dsu.financialaid@dickinsonstate.edu

2024-2025 Verification Worksheet – Independent

A. Student Information

Student ID#:	
Student Name:	
Date of Birth:	
Address:	
Phone Number:	
Email:	@dickinsonstate.edu

B. Family Size Information

Family size includes the following:

- The Student.
- The student’s spouse, if applicable.
- The student’s dependent children if the following are true:
 - They live with the student (or live apart because of college enrollment),
 - They receive more than half of their support from the student, and
 - They will continue to receive more than half their support from the student during the award year (July 24- June 25).
- Other persons if the following are true:
 - They live with the student,
 - They receive more than half of their support from the student, and
 - They will continue to receive more than half their support from the student during the award year (July 24- June 25).

The provided criteria for “dependent children” or “other persons” align with the requirement that family size align with whom the student could claim as a dependent on a U.S. tax return if the student were to file a U.S. tax return at the time of completing the 2024-2025 FAFSA. As a result, the student should not include any unborn children in the family size.

	Full Name	Age	Relationship to Student
1.			Self
2.			
3.			
4.			
5.			
6.			
7.			
8.			

(Attach another sheet if additional space is needed.)

C. 2022 Tax Return Information

STUDENT – select only one	Spouse – select only one	
<p style="text-align: center;">Check the box that applies:</p> <p><input type="checkbox"/> I filed a 2022 tax return and the FA-DDX pulled over my Federal Tax Information. *No additional tax documents are needed.</p> <p><input type="checkbox"/> I filed a 2022 tax return and was <u>unable</u> to use the FA-DDX to transfer my Federal Tax Information. ATTACH the follow:</p> <ul style="list-style-type: none"> • 2022 Federal Tax Return (<i>signed</i>) AND all applicable Schedules (1-3) OR IRS Tax Return Transcript • Include W2 if filed married-joint in 2022 and now divorced or separated or widowed from that person. • If amended, included 2022 IRS Form 1040X. <p><input type="checkbox"/> I was NOT employed, and had no income earned from work in 2022.</p> <p><input type="checkbox"/> I was employed in 2022 and <u>I did not, will not, and not required to file a 2022 tax return with the IRS.</u> I have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form or an equivalent document is provided. List every employer even if the employer did not issue an IRS W-2 form.</p> <p>*Provide copies of ALL 2022 W-2 forms issued to the student by their employer.</p> <p style="text-align: center;">List 2022 employment sources below.</p>	<p style="text-align: center;">Check the box that applies:</p> <p><input type="checkbox"/> I filed a 2022 tax return and the FA-DDX pulled over my Federal Tax Information. *No additional tax documents are needed.</p> <p><input type="checkbox"/> I filed a 2022 tax return and was <u>unable</u> to use the FA-DDX to transfer my Federal Tax Information. ATTACH the follow:</p> <ul style="list-style-type: none"> • 2022 Federal Tax Return (<i>signed</i>) AND all applicable Schedules (1-3) OR IRS Tax Return Transcript • Include W2 if filed married-joint in 2022 and now divorced or separated or widowed from that person. • If amended, included 2022 IRS Form 1040X. <p><input type="checkbox"/> I was NOT employed, and had no income earned from work in 2022.</p> <p><input type="checkbox"/> I was employed in 2022 and <u>I did not, will not, and not required to file a 2022 tax return with the IRS.</u> I have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form or an equivalent document is provided. List every employer even if the employer did not issue an IRS W-2 form.</p> <p>*Provide copies of ALL 2022 W-2 forms issued to the student by their employer.</p> <p style="text-align: center;">List 2022 employment sources below.</p>	
Employer’s Name	STUDENT 2022 Amount Earned from Work	SPOUSE 2022 Amount Earned from Work

D. Certification and Signatures

***Requires physical signature. Unsigned forms or those with typed names or electronic signatures will be returned.**

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: _____