

## Financial Aid Office 105 Simrall Blvd Bottineau, ND 58318

# 2019-2020 Verification Worksheet - Dependent Student (V1)

Your 2019-20 Free Application for Federal Student Aid (FAFSA) has been selected for review in a process called "Verification". In this process, Dakota College at Bottineau will compare the information you provided on your FAFSA with the financial documents listed on the enclosed Verification Letter. If there are discrepancies, corrections will be made and your financial aid award may be adjusted.

The verification process may take SEVERAL WEEKS and your federal financial aid cannot be disbursed until the process is complete. Therefore, we suggest that you submit all information to the address listed below <u>WITHIN 30 DAYS</u>. Incomplete paperwork will be returned to you, thereby delaying the processing of your financial aid. Thank you for your cooperation and prompt response.

### Forms can be mailed or dropped off at the address listed

- Mailing address: Dakota College at Bottineau
   Financial Aid Office
  - 105 Simrall Blvd Bottineau, ND 58318

Phone: 1-800-542-6866 or (701) 228-5469 • E-mail for questions: <u>jalee.lynnes@dakotacollege.edu</u>

#### Section A - Student Information

Last name	First name	M	I.	Student ID# or Social Security Number	
Current Address				Email Address	
City	State	Zip Code		Date of Birth	
Home Telephone Number				Cell Phone Number	

#### **Section B - Family Information**

IMPORTANT! Please carefully read numbers 2-4 below to ensure you properly complete the Family Information Box at the bottom of this page. Neither family size nor number in college can be adjusted once Verification has been completed.

- Student Write your name and age on the first line.
- 2. List the names and ages of your parents/step-parents. If parents are divorced/separated, only supply the name(s) of the parent information used on the FAFSA. If parent is remarried, include step-parent information if they were married prior to filling out the FAFSA.
- 3. List the other children/step-children if your parents provide more than 50% of their support from July 1, 2019 through June 30, 2020 OR if the child would be required to provide parental information when applying for federal student aid.
- 4. List other people (i.e. grandparent, grandchild or cousin) only if they now live with your parents and your parents provide more than 50% of their support and will continue to provide the support from July 1, 2019 to June 30, 2020.
- 5. Include the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2019, and June 30, 2020. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.



FAMILY INFORMATION BOX - If you need more space, please attach a separate page.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Missy Jones (example)	18	Sister	Central University	Yes
		Self		

Section C - Verification of 2017 Income Information for Stud	ent & Parent Tax Filers						
Check the box that applies:							
☐ The <b>student</b> <u>has filed</u> a 2017 Federal Income Tax Return and <u>has comp</u>	<u>leted</u> IRS Data Retrieval within th	ne FAFSA.(Skip to Section E)					
Or							
☐ The <b>student</b> <u>has filed</u> and is unable to use the IRS Data Retrieval Tool i	n the FAFSA, and is providing a 2	017 Tax Return Transcript.					
(Skip to Section E)							
Or							
The <b>student</b> has filed an Amended 2017 IRS Income Tax Return & is pr		ript & a signed copy of 2017					
IRS Form 1040X, Amended US Individual Income Tax Return. (Skip to S	ection E) ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	.~~~~~~~~~~~~~~~					
☐ The parent(s) has filed a 2017 Federal Income Tax Return and has com							
Or	no bata netrievai witiini	the Tru State to Section 1					
The parent(s) has filed and is unable to use the IRS Data Retrieval Tool	in the FAFSA, and is providing a	2017 Tax Return Transcript.					
(Skip to Section E)	, , , , , , ,						
Or							
☐ The <b>parent(s)</b> has filed an Amended 2017 IRS Income Tax Return & is	providing a 2017 Tax Return Trar	script & a signed copy of					
2017 IRS Form 1040X, Amended US Individual Income Tax Return. (Ski	p to Section E)						
Section D – Part 1, Verification of 2017 Income Information for	or <u>Student Non-tax Filers</u>						
Complete this section if the student will not file and is not requi	<u>red</u> to file a 2017 income tax r	eturn with the IRS.					
Provide documentation from the IRS dated on or after October	$1^{ m st}$ , 2018 that indicates a 2017	IRS income tax return					
was not filed with the IRS. A confirmation of non-filing status is	mandatory. The non-filing ta	x transcript can be					
obtained from the IRS using form 4506-T @ www.irs.gov and c	hecking box 7.						
Check the box that applies:	_						
The student was not employed and had no income earned from work	in 2017.						
The student was employed in 2017 and has listed the names of all emp	The student was employed in 2017 and has listed the names of all employers below, the amount earned in 2017, and if an IRS W-2						
form was provided. (Provide copies of all 2017 IRS W-2 forms issued t	o the student from their employe	ers). List every employer					
even if the employer did not issue an IRS W-2 form.							
Employer's Name	2017 Amount Earned	IRS W-2 Attached?					
Suzy's Auto Body Shop (example)	\$2,000.00(example)	Yes(example)					
Section D-Part 2, Verification of 2017 Income Information for Pare	nt Nontay Filers						
The instructions and certifications below apply to each parent in		nnete this section if the					
parent will not file and are not required to file a 2017 income tax							
IRS on or after October 1, 2018 that indicates a 2017 IRS income							
non-filing status is mandatory. The non-filing tax transcript car	i be obtained from the iks us	ing 101111 4500-1 @					
www.irs.gov and checking box 7.							
Check the box that applies:  Neither parent was employed and neither had income earned from wo	ork in 2017						
One or both parents were employed in 2017 and have listed the name		ount earned in 2017 and if					
an IRS W-2 form was provided. (Provide copies of all 2017 IRS W-2 form							
employer even if your employer did not issue an IRS W-2 form.	no issued to the parents by their						
Employer's Name	2017 Amount Earned	IRS W-2 Attached?					
Suzy's Auto Body Shop (example)	<i>\$2,000.00</i> (example)	Yes (example)					
Section E - Signatures							
The information provided on this form is true and complete to the best of my knowledge. I ur	iderstand that nurposely giving false or n	nisleading information may result in					
fines, penalties, and/or reduction or immediate repayment of aid.		, , , , , , , , , , , , , , , , , , , ,					
		,					
Student's Signature	Date/						
Parent's Signature	Date/	/					
•							
If any of the sections of this worksheet are left blank or any signatures are missing, this works	heet will be returned to the student for co	ompletion, thereby delaying the					
processing of your financial aid. Please make sure:  ☐ This worksheet is completely filled out and signed ☐ ALL documents request	ed are included 🔲 I provide	ed copies that DCB can keep					
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