



Financial Aid Office  
105 Simrall Blvd  
Bottineau, ND 58318

## 2018-2019 Verification Worksheet - Independent Student (V1)

Your 2018-19 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 **WITHIN 30 DAYS**. 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: [jalee.lynn@dakotacollege.edu](mailto:jalee.lynn@dakotacollege.edu)

### Section A - Student Information

Last name	First name	M.I.	Student ID#
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.

1. Student – **Write your name and age on the first line.**
2. **List your spouse, if you are married.**
3. **List your children/step-children**, if you will provide more than half of their support from July 1, 2018 or if the child would be required to provide your information if they are completing a FAFSA for 2018-2019. Include children who meet either of these standards, even if they do not live with you.
4. **List other people** if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.
5. Include the name of the college for any household member 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, 2018, and June 30, 2019. *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		

(over)

## Section C - Verification of 2016 Income Information for Student Tax Filers

*If the student and spouse filed separate 2016 IRS income tax returns or had a change in marital status after December 31, 2016, the IRS DRT cannot be used and the 2016 IRS Tax Return Transcript(s) must be provided for each. Individuals who filed an amended (corrected) IRS Income Tax Return must provide a 2016 IRS Tax Return Transcript & signed copy of 2016 IRS Form 1040X*

Check the box that applies:

- ☐ The student/spouse has filed a 2016 Federal Income Tax Return and has completed IRS Data Retrieval in FAFSA on the Web. **(Skip to Section E)**
- or**
- ☐ The student/spouse has filed and is unable to use the IRS Data Retrieval Tool in FAFSA on the Web, and is providing a 2016 Tax Return Transcript. **(Skip to Section E)**
- or**
- ☐ The student/spouse has filed an Amended 2016 IRS Income Tax Return & is providing a 2016 Tax Return Transcript & a signed copy of 2016 IRS Form 1040X, "Amended US Individual Income Tax Return." **(Skip to Section E)**

## Section D - Verification of 2016 Income Information for Student/Spouse Nontax Filers

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2016 Income Tax Return with the IRS.

Check the box that applies:

- ☐ The student and spouse (if married) were not employed and had no income earned from work in 2016.
- or**
- ☐ The student and/or spouse (if married) were employed in 2016 and have listed below the **names of all employers, the amount earned from each employer in 2016, and a copy of IRS 2016 W-2 form(s).** List every employer even if the employer did not issue an IRS 2016 W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	Annual Amount Earned in 2016	IRS 2016 W-2 Provided
<i>(Example) ABC's Auto Body Shop</i>	<i>\$2,500.00</i>	<i>✓</i>
Total Amount of Income Earned From Work	\$	

**A confirmation of non-filing from the IRS, dated on or after October 1, 2017 is required.** In order for our office to verify this you must submit the 4506-T form to the IRS. Log onto the IRS.gov website and complete the form by filling in lines 1a, 1b, 3, 7, and 9 (year/period 12/31/2016). Please sign, date, and mail to the appropriate address provided (See "Chart For All Other Transcripts," Page 2 of Form 4506-T). Any corrections to this form, such as cross outs, whiteouts, etc. will make this form invalid. Once mailed, you will receive a confirmation letter of non-tax filing from the IRS in about 10-14 days.

- ☐ **Documentation of non-filing status included.** *Note: we encourage you to retain a copy of the non-tax confirmation you receive from the IRS for your records.*

## Section E – Signatures

The information provided on this form is true and complete to the best of my knowledge. I understand that purposely giving false or misleading information may result in fines, penalties, and/or reduction or immediate repayment of aid.

Student's Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Spouse's Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

*If any of the sections of this worksheet are left blank or any signatures are missing, this worksheet will be returned to the student for completion, thereby delaying the processing of your financial aid.*

Please make sure:

- ☐ This worksheet is completely filled out and signed      ☐ ALL documents requested are included      ☐ I provided copies that LRSC can keep

Revised 1/2018