



2026-2027 Verification Worksheet - Independent Student (V1)

Your 2026-27 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 offer may be adjusted.

As part of federal student aid eligibility, students and spouses will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the spouse filed separate 2024 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2024 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

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 2 WEEKS**. Incomplete paperwork will be returned to you, thereby delaying the processing of your financial aid. Thank you for your cooperation and prompt response. Forms must be turned in 45 days before the end of fall/spring semester and 20 days before the end of summer semester.

Forms can be submitted in one of the following ways:

- Mail to: Dakota College at Bottineau, Financial Aid Office, 105 Simrall Blvd, Bottineau, ND 58318
 - Drop off: Dakota College at Bottineau, Student Services, Thatcher Hall 210
 - Request Secure link: fa@dakotacollege.edu

If you have additional questions: Phone: (701) 228-5440 or email fa@dakotacollege.edu

Section A - Student Information

Last name	First name	M.I.	Student ID#	Date of Birth
Current Address			Email Address	
City	State	Zip Code	Phone Number	

Section B - Household Information

IMPORTANT! Please carefully read numbers 2-4 below to ensure you properly complete the Household 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 or your spouse will provide more than half of their support from July 1, 2026 through June 30, 2027, even if they do not live with you.
4. List other people (i.e. grandparent, parent) only if they now live with and you provide more than 50% of their support and will continue to provide the support from July 1, 2026 to June 30, 2027.

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, 2026 and June 30, 2027. *If more space is needed, attach a separate page with the student's name and student ID at the top.*

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

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
		Self		

Section C – Tax Information

STUDENT – select only one	Spouse – select only one																				
If you filed a 2024 IRS Tax Return, mark one box: ☐ I used the IRS Data Retrieval Tool (DRT) on my FAFSA. ☐ I did not use the IRS DRT initially, but have now used the DRT to transfer my tax return information to my FAFSA. ☐ I did not or am unable to use the IRS DRT and I am attaching my 2024 IRS Tax Return Transcript or a <u>signed</u> copy of my 2024 income tax return and applicable tax schedules 1, 2, 3.	If you filed a 2024 IRS Tax Return, mark one box: ☐ I used the IRS Data Retrieval Tool (DRT) on the student's FAFSA. ☐ I did not use the IRS DRT initially, but have now used the DRT to transfer my tax return information to the student's FAFSA. ☐ I did not or am unable to use the IRS DRT and I am attaching my 2024 IRS Tax Return Transcript or a <u>signed</u> copy of my 2024 income tax return and applicable tax schedules 1, 2, 3.																				
If you DID NOT file a 2024 IRS Tax Return, mark one box: ☐ I did not work in 2024 and I was not required to file a 2024 IRS federal tax return. Attached is my IRS Verification of Non-filing letter. Please provide a brief explanation of how you supported yourself: _____ _____ _____ ☐ I worked in 2024, but I was not required to file a 2024 IRS federal tax return. Attached are all my 2024 W-2s and my IRS Verification of Non-filing letter. List 2024 employment sources: <table><thead><tr><th>EMPLOYER'S NAME</th><th>2024 INCOME</th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table> Total Amount of Income Earned from Work \$ _____	EMPLOYER'S NAME	2024 INCOME	_____	_____	_____	_____	_____	_____	_____	_____	If you DID NOT file a 2024 IRS Tax Return, mark one box: ☐ I did not work in 2024 and I was not required to file a 2024 IRS federal tax return. Attached is my IRS Verification of Non-filing letter. Please provide a brief explanation of how you supported yourself: _____ _____ _____ ☐ I worked in 2024, but I was not required to file a 2024 IRS federal tax return. Attached are all my 2024 W-2s and my IRS Verification of Non-filing letter. List 2024 employment sources: <table><thead><tr><th>EMPLOYER'S NAME</th><th>2024 INCOME</th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table> Total Amount of Income Earned from Work \$ _____	EMPLOYER'S NAME	2024 INCOME	_____	_____	_____	_____	_____	_____	_____	_____
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2024 IRS Tax Return Transcript may be obtained through:

- Get Transcript by Mail – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript Online – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

To request a non-filing letter:

- www.irs.gov/forms-pubs/about-form-4506-t click on 4506-t

Section E - Signatures

INK SIGNATURE REQUIRED – Typed or electronic signatures will not be accepted. Unsigned documents will be returned.

By signing below, I certify that all the information reported on this worksheet is complete and correct. 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 (if married) _____

Date ____/____/____