



2026-2027 Verification Worksheet - Dependent 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 parents 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 parents 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 – Family Size

IMPORTANT! Please carefully read numbers 2-4 below to ensure you properly complete the Household Information Box at the bottom of this page. Family size cannot be adjusted once Verification has been completed.

1. **Student** – Write your name and age on the first line, even if you do not live with your parents.
2. **List the names and ages of your parents/stepparents.** Exclude a parent who has died or is not living in the household because of separation or divorce. Include a parent who is on active duty in the U.S. Armed Forces apart from the family.
If your parent is remarried, include your stepparent, even if they do not support you.
If your parents are unmarried but live together, list both parents.
3. **List other children/stepchildren** if they live with the parent(s) or live apart because of college enrollment **or if your parents provide more than 50% of their support and will continue to provide more than half of their support for 2026-2027**
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 2026-2027.

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
		<i>Self</i>

Section C – Tax Information

STUDENT – select only one	PARENT(S) – select only one																
<p>If you filed a 2024 IRS Tax Return, mark one box:</p> <p><input type="checkbox"/> I provided consent and approval to share and import income and tax information from the IRS.</p> <p><input type="checkbox"/> I provided consent but could not import my tax information 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.</p> <hr style="border-top: 1px dashed black;"/> <p>If you DID NOT file a 2024 IRS Tax Return, mark one box:</p> <p><input type="checkbox"/> I did not work in 2024 and I was not required to file a 2024 IRS federal tax return.</p> <p><input type="checkbox"/> 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.</p> <p>List 2024 employment sources:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; text-align: left; padding: 2px;">EMPLOYER'S NAME</th> <th style="width: 30%; text-align: left; padding: 2px;">2024 INCOME</th> </tr> </thead> <tbody> <tr><td style="border-bottom: 1px solid black; height: 15px;"></td><td style="border-bottom: 1px solid black; height: 15px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 15px;"></td><td style="border-bottom: 1px solid black; height: 15px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 15px;"></td><td style="border-bottom: 1px solid black; height: 15px;"></td></tr> </tbody> </table> <p>Total Amount of Income Earned from Work \$ _____</p>	EMPLOYER'S NAME	2024 INCOME							<p>If you filed a 2024 IRS Tax Return, mark one box:</p> <p><input type="checkbox"/> I provided consent and approval to share and import income and tax information from the IRS.</p> <p><input type="checkbox"/> I could not import my tax information 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.</p> <hr style="border-top: 1px dashed black;"/> <p>If you DID NOT file a 2024 IRS Tax Return, mark one box:</p> <p><input type="checkbox"/> 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.</p> <p>Please provide a brief explanation of how you supported yourself:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> 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.</p> <p>List 2024 employment sources:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; text-align: left; padding: 2px;">EMPLOYER'S NAME</th> <th style="width: 30%; text-align: left; padding: 2px;">2024 INCOME</th> </tr> </thead> <tbody> <tr><td style="border-bottom: 1px solid black; height: 15px;"></td><td style="border-bottom: 1px solid black; height: 15px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 15px;"></td><td style="border-bottom: 1px solid black; height: 15px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 15px;"></td><td style="border-bottom: 1px solid black; height: 15px;"></td></tr> </tbody> </table> <p>Total Amount of Income Earned from Work \$ _____</p>	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.

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 ____/____/____

Parent's Signature _____

Date ____/____/____