

2023-2024 Verification Worksheet - Independent Student (V1)

Your 2023-24 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.

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 2 WEEKS</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 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 116
 - Request Secure link: fa@dakotacollege.edu

If you have additional questions: Phone: 1-800-542-6866 or (701) 228-5469 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 <u>complete the Household Information Box at the bottom of this page</u>. 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, 2023 through June 20, 2024, 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, 2023 to June 30, 2024.

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, 2023 and June 30, 2024. 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		

STUDENT – select only one	Spouse – select only one		
If you filed a 2021 IRS Tax Return, mark one box:	If you filed a 2021 IRS Tax Return, mark one box:		
☐ I used the IRS Data Retrieval Tool (DRT) on my FAFSA.	☐ 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 my 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 2021 IRS Tax Return Transcript or a <u>signed</u> copy of my 2021 income tax return and applicable tax schedules 1, 2, 3.	□ I did not or am unable to use the IRS DRT and I am attaching my 2021 IRS Tax Return Transcript or a <u>signed</u> copy of my 2021 income tax return and applicable tax schedules 1, 2, 3		
If you DID NOT file a 2021 IRS Tax Return, mark one box:	If you DID NOT file a 2021 IRS Tax Return, mark one box:		
 I did not work in 2021 and I was not required to file a 2021 IRS federal tax return. Attached is my IRS Verification of Non-filing letter. 	 I did not work in 2021 and I was not required to file a 2021 IRS federal tax return. Attached is my IRS Verification of Non-filing letter. 		
Please provide a brief explanation of how you supported yourself:	Please provide a brief explanation of how you supported yourself:		
□ I worked in 2021, but I was not required to file a 2021 IRS federal tax return. Attached are all my 2021 W-2s and my IRS Verification of Non-filing letter. List 2021 employment sources:	□ I worked in 2021, but I was not required to file a 2021 IRS federal tax return. Attached are all my 2021 W-2s and my IRS Verification of Non-filing letter. List 2021 employment sources:		
EMPLOYER'S NAME 2021 INCOME	EMPLOYER'S NAME 2021 INCOME		
Total Amount of Income Earned from Work \$	Total Amount of Income Earned from Work \$		
2021 IRS Tax Return Transcript may be obtained through: Get Transcript by Mail – Go to www.irs.gov, click "Get Your Tax Record." Click "Get T "Account Transcript." The transcript is generally received within 10 business days froi Get Transcript Online – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Tr "Account Transcript." To use the Get Transcript Online tool, the user must have (1) ac cannot be used) in the user's name, and (3) specific financial account numbers (such The transcript displays online upon successful completion of the IRS's two-step auther Automated Telephone Request – 1-800-908-9946. Transcript is generally received wi Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is gener form. To request a non-filing letter: www.irs.gov/forms-pubs/about-form-4506-t- click on 4506-t Section E - Signatures NK SIGNATURE REQUIRED – Typed or electronic signatures will not be accel By signing below, I certify that all the information reported on this workshee misleading information may result in fines, penalties, and/or reduction or in	m the IRS's receipt of the online request. anscript Online." Make sure to request the "Return Transcript" and NOT the ccess to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plan as a credit card number or an account number for a home mortgage or auto loan). entication. ithin 10 business days from the IRS's receipt of the telephone request. 'ally received within 10 business days from the IRS's receipt of the paper request		

Date _____/_____

Student's Signature _____

Spouse's Signature (if married)