



Financial Aid Office
105 Simrall Blvd
Bottineau, ND 58318

2018-2019 Verification Worksheet - Dependent 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.lynnes@dakotacollege.edu

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.

1. 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, 2018 through June 30, 2019 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, 2018 to June 30, 2019.
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, 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
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

(over)

Section C – Verification of 2016 Income Information for Student & Parent Tax Filers

Check the box that applies:

- The **student** has filed a 2016 Federal Income Tax Return and has completed IRS Data Retrieval within the FAFSA. **(Skip to Section E)**
Or
- The **student** has filed and is unable to use the IRS Data Retrieval Tool in the FAFSA, and is providing a 2016 Tax Return Transcript. **(Skip to Section E)**
Or
- The **student** 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)**

- The **parent(s)** has filed a 2016 Federal Income Tax Return and has completed IRS Data Retrieval within the FAFSA. **(Skip to Section E)**
Or
- The **parent(s)** has filed and is unable to use the IRS Data Retrieval Tool in the FAFSA, and is providing a 2016 Tax Return Transcript. **(Skip to Section E)**
Or
- The **parent(s)** 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 – Part 1, Verification of 2016 Income Information for Student Non-tax Filers

Complete this section if the student will not file and is not required to file a 2016 income tax return with the IRS. Provide documentation from the IRS dated on or after October 1st, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS. **A confirmation of non-filing status is mandatory. The non-filing tax transcript can be obtained from the IRS using form 4506-T @ www.irs.gov and checking box 7.**

Check the box that applies:

- The student was not employed and had no income earned from work in 2015.
- The student was employed in 2016 and has listed the names of all employers below, the amount earned in 2016, and if an IRS W-2 form was provided. (Provide copies of all 2016 IRS W-2 forms issued to the student from their employers). List every employer even if the employer did not issue an IRS W-2 form.

Employer’s Name	2016 Amount Earned	IRS W-2 Attached?
Suzy’s Auto Body Shop (example)	\$2,000.00(example)	Yes(example)

Section D-Part 2, Verification of 2016 Income Information for Parent Nontax Filers

The instructions and certifications below apply to each parent included in the household. Complete this section *if the parent will not file and are not required* to file a 2016 income tax return with the IRS. Provide documentation from the IRS on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS. **A confirmation of non-filing status is mandatory. The non-filing tax transcript can be obtained from the IRS using form 4506-T @ www.irs.gov and checking box 7.**

Check the box that applies:

- Neither parent was employed and neither had income earned from work in 2016.
- One or both parents were employed in 2016 and have listed the names of all employers below, the amount earned in 2016 and if an IRS W-2 form was provided. (Provide copies of all 2016 IRS W-2 forms issued to the parents by their employers.) List every employer even if your employer did not issue an IRS W-2 form.

Employer’s Name	2016 Amount Earned	IRS W-2 Attached?
Suzy’s Auto Body Shop (example)	\$2,000.00 (example)	Yes (example)

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 ____/____/____

Parent’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 DCB can keep