



## 2024-2025 Verification Worksheet - Dependent Student (V1)

Your 2024-25 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 **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 120B
    - Request Secure link: [fa@dakotacollege.edu](mailto:fa@dakotacollege.edu)

If you have additional questions: Phone: 1-800-542-6866 or (701) 228-5427 or email [fa@dakotacollege.edu](mailto: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, even if you do not live with your parents.
2. List the names and ages of your parents/step-parents. If parents are divorced/separated, only supply the name(s) of the parent you lived with the most during the last 12 months. If you did not live with one parent more than the other, indicate the parent who provided more than half of your support during the last 12 months.  
*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 the other children/step-children if your parents provide more than 50% of their support from July 1, 2024 through June 30, 2025 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, 2024 to June 30, 2025.

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, 2024 and June 30, 2025. *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
		<i>Self</i>		

## Section C – Tax Information

STUDENT – select only one	PARENT(S) – select only one																
<p><b>If you filed a 2022 IRS Tax Return, mark one box:</b></p> <p><input type="checkbox"/> I used the IRS Data Retrieval Tool (DRT) on my FAFSA.</p> <p><input type="checkbox"/> I did not use the IRS DRT <b>initially</b>, but have now used the DRT to transfer my tax return information to my FAFSA.</p> <p><input type="checkbox"/> I did not or am unable to use the IRS DRT <b>and</b> 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.</p>	<p><b>If you filed a 2022 IRS Tax Return, mark one box:</b></p> <p><input type="checkbox"/> I used the IRS Data Retrieval Tool (DRT) on the student’s FAFSA.</p> <p><input type="checkbox"/> I did not use the IRS DRT <b>initially</b>, but have now used the DRT to transfer my tax return information to the student’s FAFSA.</p> <p><input type="checkbox"/> I did not or am unable to use the IRS DRT <b>and</b> I am attaching my 2022 IRS Tax Return Transcript or a <u>signed</u> copy of my 2022 income tax return and applicable tax schedules 1, 2, 3</p>																
<p><b>If you DID NOT file a 2022 IRS Tax Return, mark one box:</b></p> <p><input type="checkbox"/> I did not work in 2022 and I was not required to file a 2022 IRS federal tax return.</p> <p><input type="checkbox"/> I worked in 2022, but I was not required to file a 2022 IRS federal tax return. <b>Attached are all my 2022 W-2s and my IRS Verification of Non-filing letter.</b></p> <p><b>List 2022 employment sources:</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">EMPLOYER’S NAME</th> <th style="width: 30%;">2022 INCOME</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table> <p>Total Amount of Income Earned from Work \$ _____</p>	EMPLOYER’S NAME	2022 INCOME	_____	_____	_____	_____	_____	_____	<p><b>If you DID NOT file a 2022 IRS Tax Return, mark one box:</b></p> <p><input type="checkbox"/> I did not work in 2022 and I was not required to file a 2022 IRS federal tax return. <b>Attached is my IRS Verification of Non-filing letter.</b></p> <p><b>Please provide a brief explanation of how you supported yourself:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> I worked in 2022, but I was not required to file a 2022 IRS federal tax return. <b>Attached are all my 2022 W-2s and my IRS Verification of Non-filing letter.</b></p> <p><b>List 2022 employment sources:</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">EMPLOYER’S NAME</th> <th style="width: 30%;">2022 INCOME</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table> <p>Total Amount of Income Earned from Work \$ _____</p>	EMPLOYER’S NAME	2022 INCOME	_____	_____	_____	_____	_____	_____
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2022 IRS Tax Return Transcript may be obtained through:

- Get Transcript by Mail – Go to [www.irs.gov](http://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](http://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](http://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 \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent's Signature \_\_\_\_\_

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