

# 2018-2019 Verification Worksheet - Dependent Student



Financial Aid Office, 1801 College Drive N, Devils Lake, ND 58301

Your 2018-19 Free Application for Federal Student Aid (FAFSA) has been selected for review in a process called "Verification". In this process, LRSC 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 to complete and you will not be awarded or disbursed any federal financial aid until the verification process has been completed. 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/emailed or dropped off at:

- Mailing address: Lake Region State College ▪ Financial Aid Office  
▪ 1801 College Drive N ▪ Devils Lake ND 58301
- Phone: 1-800-443-1313 Ext 1516 or (701) 662-1516 ▪ E-mail for questions: [doreen.hoffman@lrsc.edu](mailto:doreen.hoffman@lrsc.edu) ▪ Fax 701-662-1666

## Section A - Student Information

Last name	First name	M.I.	Student ID# or Last Four Digits of SSN
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 1-5 below to ensure you properly complete the Family Information Box at the bottom of this page.

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.



**FAMILY INFORMATION BOX** - If more space is needed, attach a separate page with the student's name, Student ID # or last 4 digits of student's SSN.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Missy Jones (example)	18	Sister	Central University	Yes
		Self		

-OVER- signatures require on Page 2

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

Check the boxes that apply:

- ☐ The **student** has filed a 2016 Federal Income Tax Return and has completed IRS Data Retrieval in FAFSA on the Web. (Skip to Section E)  
or  
☐ The **student** has filed and chooses not to or is unable to use the IRS Data Retrieval Tool in FAFSA on the Web, and is providing a 2016 Tax Return Transcript, or signed 2016 Federal Tax Return (1040, 1040A, or 1040EZ). (Skip to Section E)  
or  
☐ The **student** has filed an Amended 2016 IRS Income Tax Return & is providing a 2016 Tax Return Transcript or signed 2016 Federal Tax Return (1040, 1040A, or 1040EZ & a signed copy of 2016 IRS Form 1040X, "Amended US Individual Income Tax Return." An amended tax return is a correction on the original return. (Skip to Section E)  
\*\*\*\*\*  
☐ The **parent(s)** has filed a 2016 Federal Income Tax Return and has completed IRS Data Retrieval in FAFSA on the Web. (Skip to Section E)  
or  
☐ The **parent(s)** has filed and chooses not to or is unable to use the IRS Data Retrieval Tool in FAFSA on the Web, and is providing a 2016 Tax Return Transcript or signed 2016 Federal Tax Return (1040, 1040A, or 1040EZ). (Skip to Section E)  
or  
☐ The **parent(s)** has filed an Amended 2016 IRS Income Tax Return & is providing a 2016 Tax Return Transcript or signed 2016 Federal Tax Return (1040, 1040A, or 1040EZ & a signed copy of 2016 IRS Form 1040X, "Amended US Individual Income Tax Return." An amended tax return is a correction on the original return. (Skip to Section E)

## Section D – Part 1, Verification of 2016 Income Information for Student Nontax Filers

The instructions and certifications below apply to the student. Complete this section if the student will not file and is not required to file a 2016 income tax return with the IRS.

Check the box that applies:

- ☐ The **student** was not employed and had no income earned from work in 2016.
- ☐ The **student** was employed in 2016 and has listed below the names of all employers, the amount earned from each employer in 2016, and a copy of IRS W-2 form(s). List every employer, even if the employer did not issue a IRS W-2 form. If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	Annual Amount Earned in 2016	IRS 2016 W-2 Provided
(Example) ABC's Auto Body Shop	\$2,500.00	✓
Total Amount of Income Earned From Work	\$	

## 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(s) will not file and are not required to file a 2016 income tax return with the IRS.

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 below the names of all employers, the amount earned from each employer in 2016, and a copy of 2016 IRS W-2 form(s). List every employer even if the employer did not issue a 2016 IRS W-2 form. If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	Annual Amount Earned in 2016	IRS 2016 W-2 Provided
(Example) ABC's Auto Body Shop	\$2,500.00	✓
Total Amount of Income Earned From Work	\$	

**A confirmation of non-filing from the IRS, dated on or after October 1, 2017, is required for parent(s) of dependent students.** In order for our office to verify this you must submit Form 4506-T to the IRS. Log onto the IRS.gov website and complete the form by filling in lines 1a, 1b, 3, 7, and 9 (year/period 12/31/2016). Please sign, date, and mail to the appropriate address provided (See "Chart For All Other Transcripts," Page 2). Any corrections to this form, such as cross outs, whiteouts, etc. will make this form invalid. Once mailed, you will receive a confirmation letter of non-tax filing from the IRS in about 10-14 days.

- ☐ **Documentation of non-filing status included.** Note: we encourage you to retain a copy of the non-tax confirmation you receive from the IRS for your records.

## 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.

Revised 1/2019