

2017-18 Verification Worksheet



Minot State UNIVERSITY

Your 2017-18 Free Application for Federal Student Aid (FAFSA) has been selected for review in a process called "Verification". Provide all requested documents to the address, fax number or email address on the reverse side of this form. If there are discrepancies, corrections will be made and your financial aid award may be adjusted. Please be advised that the verification process can take up to four weeks and financial aid cannot be disbursed until the process is complete.

A. Student Information

_____ Last Name	_____ First Name	_____ MI	_____ Date of Birth	_____ Student ID
_____ Address (include apartment number)			_____ Email Address	
_____ City	_____ State	_____ Zip	_____ Phone Number	

B. Family Information

List the name and age of all household members (as defined below). Also include the name of the college for household members, excluding your parent(s), who will be enrolled, at least half time, in a degree, diploma, or certificate program at a post- secondary educational institution any time between July 1, 2017 and June 30, 2018. **(If you need more space please attach a separate page.)**

- FAFSA with parental data (dependent student):** Complete the following information about your parent's household. Include yourself, your parent(s) (including step-parents), your parent(s) other dependent children if (a) your parent(s) will provide more than half of their support from July 1, 2017 through June 30, 2018, or (b) the children would be required to provide parental information when applying for Federal Student Aid.
- FAFSA without parental data (independent student):** Complete the following information about your household. Include yourself, your spouse (if married), and yours and/or your spouse's children if you will provide more than half of their support from July 1, 2017 through June 30, 2018.

Full Name	Age	Relationship to Student	Attending College	Name of the College <small>If enrolled at least half-time during 2017-18.</small>
		Self	<input type="checkbox"/> Yes <input type="checkbox"/> No	MSU
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Did any of the persons listed above on this worksheet PAY child support in 2015? Yes No If yes, complete the information below:

Name of Person Who Paid Child Support	Name of Person To Whom Child Support was Paid	Name and age of Child for Whom Support was Paid	Total Amount of Child Support Paid for 2015

FEDERAL WORK-STUDY FUNDS

Did you earn Federal Work-Study funds in 2015? Yes No If yes, total amount earned in 2015. \$_____

You must submit a copy of your W-2(s) for these earnings.

ACTIVE DUTY STATUS

Yes No Are you/spouse/parent(s) (whose information was supplied on the FAFSA) currently serving in the U.S. Armed Forces or are a National Guard or Reserves enlistee who is/are on active duty for other than that state or training purposes. (Answer "No" if you/spouse/parent(s) are a National Guard or Reserves enlistee who is on active duty for state or training purposes).

D. Student/Spouse Tax Filing Status

Check only one of the boxes below, then...	If you haven't already done so, submit the following required document(s)
<input type="checkbox"/> I filed or will file a 2015 Federal Income Tax Return	Request and submit your 2015 IRS Tax Return Transcript from the IRS. *See Instruction Page on how to obtain this.
<input type="checkbox"/> I worked but am not required to file a 2015 Federal Income Tax Return. Note: Work-study is work and a W-2 was sent to your permanent address.	2015 W-2 Form(s) or other earning statement from all employer(s), an IRS Verification of Non-filing Letter and the completed MSU Statement of Non-filing Status worksheet (Section A) declaring that a 2015 Federal Income Tax Return will not be filed. If you have misplaced your W-2(s), you may request a duplicate from your employer(s).
<input type="checkbox"/> I did not work and will not file a 2015 Federal Income Tax Return.	An IRS Verification of Non-filing Letter and the completed MSU Statement of Non-filing Status worksheet (Section A) declaring that a 2015 Federal Income Tax Return will not be filed.

E. Parent/Step-Parent Tax Filing Status (if Applicable, for Dependent Students)

Check only one of the boxes below, then...	If you haven't already done so, submit the following required document(s)
<input type="checkbox"/> I filed or will file a 2015 Federal Income Tax Return	Request and submit your 2015 IRS Tax Return Transcript from the IRS. *See Instruction Page on how to obtain this.
<input type="checkbox"/> I worked but am not required to file a 2015 Federal Income Tax Return.	2015 W-2 Form(s) or other earning statement from all employer(s), an IRS Verification of Non-filing Letter and the completed MSU Statement of Non-filing Status worksheet (Section B) declaring that a 2015 Federal Income Tax Return will not be filed. If you have misplaced your W-2(s), you may request a duplicate from your employer(s).
<input type="checkbox"/> I did not work and will not file a 2015 Federal Income Tax Return.	An IRS Verification of Non-filing Letter and the completed MSU Statement of Non-filing Status worksheet (Section B) declaring that a 2015 Federal Income Tax Return will not be filed.

F. Sign and Date This Worksheet

By signing below, I/we certify that all the information reported on this worksheet is complete and correct. **The student and one parent must sign (for dependent students). WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both. WET SIGNATURE REQUIRED (Electronic signatures will not be accepted.)**

Student Signature

Date

Parent Signature (if applicable)

Date

Please make sure this worksheet is completely filled out, signed and ALL documents requested are included.

Forms can be mailed, emailed, faxed or dropped off at the address listed.

Minot State University, Financial Aid Office, 500 University Ave W, Minot ND 58707

Phone: 1-800-777-0750 or 701-858-3375

Fax: 701-858-4310 • E-mail: Amanda.Allard@minotstateu.edu

Instructions for Obtaining IRS Tax Return Transcript

Get Transcript Online, by Mail, or by Telephone

- Go to www.irs.gov
- Under the **Tools heading** on the IRS homepage, select "Get Transcript of Your Tax Records."
- Select "Get Transcript ONLINE" or "Get Transcript by MAIL."
- Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."

Telephone Request - 1-800-908-9946

Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

Tax Filers with Special Circumstances

Individuals Granted a Filing Extension by the IRS - Provide the following:

- a copy of IRS Form 4868 that was filed with the IRS for the tax year;
- a copy of the IRS's approval of an extension beyond the automatic six-month extension (if applicable);
- a copy of W-2 forms for **each** source of employment income received for the tax year and, if self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for the tax year; **and**
- documentation from the IRS dated on or after October 1, 2016 that indicates a 2015 income tax return was not filed.

Individuals Who Filed an Amended IRS Income Tax Return - Provide a copy of the IRS tax return transcript **and** a signed copy of the IRS Form 1040X.

Individuals Who Were Victims of Tax Administration Identity Theft - Call the IRS at 1-800-908-4490.

Individuals Who Filed Non-US Income Tax Returns - Provide a signed copy of that income tax return(s); **or** a transcript obtained from a government of a U.S. territory or commonwealth, or a foreign central government that includes all of the tax filer's income and tax information required to be verified for the tax year.

Requesting an IRS Verification of Non-Filing Letter

If you or your spouse (if you are an independent student and married as of today) or you and your parent(s) whose income you used on the 2017-18 FAFSA did not file a 2015 Federal Tax Return, you are required to obtain documentation from the IRS that you did not file. An IRS Verification of Non-Filing Letter provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the year you requested.

Follow these instructions on how to request an IRS Verification of Non-Filing Letter:

Non Tax filers can request an IRS Verification of Non-filing of their 2015 tax return status, free of charge, from the IRS in one of two ways:

Telephone Request

Available from the IRS by calling **1-800-908-9946**

- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally, this will be numbers of the street address that was listed on the latest tax return filed. ([Problems entering your street address?](#))
- Select "**Option 2**" to request an **IRS Verification of Non-Filing Letter** and then enter "**2015**".
- If successfully validated, non-filers can expect to receive a paper IRS Verification of Non-Filing Letter at the address provided in their telephone request within 5 to 10 days from the time of the request.
- IRS Verification of Non-Filing Letter requested by telephone cannot be sent directly to a third party by the IRS.
- Sign and submit the IRS Verification of Non-Filing Letter to the MSU Financial Aid Office; make sure to include the student's name and ID on the letter.

Paper Request Form – IRS Form 4506-T

Download IRS Form 4506-T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

- Complete lines 1 – 4, following the instructions on page 2 of the form.
- Line 3: enter the non-filer's street address and zip or postal code. Use the address currently on file with the IRS Line 5 provides non-filers with the option to have their IRS Verification of Non-Filing Letter mailed directly to a third party by the IRS. Do not have your IRS Verification of Non-Filing Letter sent directly to MSU.
- Line 7: Select the checkbox on the right hand side for Verification of Non-Filing.
- Line 9: Year or period requested field, enter "12/31/2015".
- The non-filer must sign and date the form and enter their telephone number. Only one signature is required when requesting a joint IRS Verification of Non-Filing Letter.
- Mail or fax the completed IRS Form 4506-T to the address (or FAX number) provided on page 2 of Form 4506-T.
- If the 4506-T information is successfully validated, tax filers can expect to receive a paper IRS Verification of Non-Filing Letter at the address provided on their request within 5 to 10 days.
- Sign and submit the IRS Verification of Non-Filing Letter to MSU; make sure to include the student's name and ID on the letter.