

# Independent 2018-19 Verification Worksheet



**Minot State  
UNIVERSITY**

Your 2018-19 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.

## STEP 1 - CONTACT INFORMATION

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

## STEP 2 - HOUSEHOLD INFORMATION

- Student - Write your name and age on the first line. **List the name and age of your spouse, if married.** Include your spouse's information if you were married prior to filling out the FAFSA.
- **List your children/step-children** on the remaining lines, if you will provide more than 50% of their support from July 1, 2018 through June 30, 2019 OR if the children would be required to provide parental information when applying for federal student aid.
- **List other people** (grandparent, grandchild or cousin) only if they now live with you and you provide more than 50% of their support and will continue to provide the support from July 1, 2018 to June 30, 2019.
- Write in the name of the college for any degree-seeking household member listed below that will be attending **at least half time** between July 1, 2018 and June 30, 2019. If you need more space, attach a separate page. **Do not indicate that your children are attending college if they are in high school and taking college courses.**

Full Name	Age	Relationship to Student	Attending College	Name of the College <small>If enrolled at least half-time during 2018-19.</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	

Did any of the persons listed above on this worksheet PAY child support in 2016?  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 2016

### FEDERAL WORK-STUDY FUNDS

Did you earn Federal Work-Study funds in 2016?  Yes  No If yes, total amount earned in 2016. \$\_\_\_\_\_

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

### ACTIVE DUTY STATUS

Yes  No Are you and/or spouse 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 state or training purposes. (Answer "No" if you/spouse are a National Guard or Reserves enlistee who is on active duty for state or training purposes).

### STEP 3 – TAX INFORMATION

Student	Spouse
<input type="checkbox"/> I filed a 2016 IRS Tax Return and... <i>(select one below)</i> <input type="checkbox"/> I used IRS data retrieval <b>or</b> <input type="checkbox"/> I did not use IRS data retrieval <b>and</b> am attaching my 2016 IRS Tax Return Transcript. ~~~~~ <input type="checkbox"/> I did not file a 2016 federal tax return, <b>am attaching</b> my 2016 IRS Verification of Non-filing Letter and... <i>(select one below)</i> <input type="checkbox"/> I worked in 2016, but was not required to file a 2016 federal tax return. <input type="checkbox"/> I did not work in 2016 and did not file a 2016 federal tax return.	<input type="checkbox"/> I filed a 2016 IRS Tax Return and... <i>(select one below)</i> <input type="checkbox"/> I used IRS data retrieval <b>or</b> <input type="checkbox"/> I did not use IRS data retrieval <b>and</b> am attaching my 2016 IRS Tax Return Transcript. ~~~~~ <input type="checkbox"/> I did not file a 2016 federal tax return, <b>am attaching</b> my 2016 IRS Verification of Non-filing Letter and... <i>(select one below)</i> <input type="checkbox"/> I worked in 2016, but was not required to file a 2016 federal tax return. <input type="checkbox"/> I did not work in 2016 and did not file a 2016 federal tax return.

2016 Federal Tax Return Transcripts and 2016 IRS Verification of Non-filing Letters can be requested from <https://www.irs.gov/individuals/get-transcript>.

### STEP 4 - INCOME INFORMATION

**Non-Tax Filers:** If you were not required to file a return but worked during 2016, list all employers and the amounts earned below. You must also submit copies of your 2016 W-2's.

List all 2016 employers and amounts earned in the box below, even if no W-2 was issued. Attach a separate page with the student's name and student ID if more space is needed.

2016 Income	2016 Employer Name	2016 Wages <small>(Use box 1 on Form W-2. If no W-2 was issued, list all earnings from</small>
<b>Student</b>		\$
		\$
<b>Spouse</b>		\$
		\$

### STEP 5 - SIGN AND DATE THIS WORKSHEET

By signing below, I certify that all the information reported on this worksheet is complete and correct. **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 \_\_\_\_\_

**Forms can be dropped off, mailed, faxed, or emailed securely.**

*\*If you choose to email any documents to the Financial Aid Office, you must use the following secure filedrop link located here:*

[minotstateu.edu/finaid/verification.shtml](http://minotstateu.edu/finaid/verification.shtml)

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 • For additional questions, e-mail: [Amanda.Allard@minotstateu.edu](mailto:Amanda.Allard@minotstateu.edu)