



# Independent 2021-22 Verification Worksheet

## STEP 1 – STUDENT 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

Full Name			Age	
<p>Write the names of the people in your household in the chart below. (If more space is needed, provide a separate page.)</p> <ol style="list-style-type: none"> <li>1. Include yourself.</li> <li>2. Include your spouse, if you are married.</li> <li>3. Include your children and your spouse's children, if you or your spouse will provide more than half of the child's support between July 1, 2021 and June 30, 2022, even if the child does not live with you.</li> <li>4. Include other dependents if they now live with you and you will continue to provide more than half of their support through June 30, 2022.</li> </ol>			Write the age of each household member in the chart below.	
			Relationship	
			Write the relationship of each household member to the student in the chart below.	
			College	
			List the name of the college/university for any household member who is or will be enrolled at least <u>half time</u> (usually 6 or more credits) between July 1, 2021 and June 30, 2022. List only those who are enrolled in a degree, diploma or certificate program at an eligible post-secondary institution. Do not indicate that your children are attending college if they are in high school and taking college courses.	
Full Name	Age	Relationship	College	Will be enrolled at least half time (Yes or No)
		Self	Minot State	

Yes  No - Did any of the persons listed above on this worksheet PAY or RECEIVE child support in 2019? If yes, complete below:

Name of Person Who Paid Child Support	Name of Person Who Received Child Support	Name and age of Child for Whom Support was Paid or Received	Total Amount of 2019 Child Support Paid or Received

### FEDERAL WORK-STUDY FUNDS

Yes  No - Did you earn Federal Work-Study funds in 2019? If yes, total amount earned in 2019. \$ \_\_\_\_\_  
**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). If yes, list the month and year you and/or spouse began active duty. \_\_\_\_\_

**STEP 3 – TAX INFORMATION**

Student (Select only one)	Spouse (Select only one)
<p><b>If you filed a 2019 IRS Tax Return, mark one box:</b></p> <p><input type="checkbox"/> I used 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 made corrections to my FAFSA using that process.</p> <p><input type="checkbox"/> I did not use the IRS DRT <b>and</b> I am attaching my 2019 IRS Tax Return Transcript <b>or</b> a <u>signed</u> copy of my 2019 income tax return and applicable tax schedules 1-3.</p> <hr/> <p><b>If you DID NOT file a 2019 IRS tax return, mark one box:</b></p> <p><input type="checkbox"/> I worked in 2019, but I was not required to file a 2019 federal tax return. Complete STEP 4 and request a Non-Tax Filing Letter.</p> <p><input type="checkbox"/> I did not work in 2019 and I did not file a 2019 federal tax return. Request a Non-Tax Filing Letter AND provide a Statement of Support.</p>	<p><b>If you filed a 2019 IRS Tax Return, mark one box:</b></p> <p><input type="checkbox"/> I used 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 made corrections to my FAFSA using that process.</p> <p><input type="checkbox"/> I did not use the IRS DRT <b>and</b> I am attaching my 2019 IRS Tax Return Transcript <b>or</b> a <u>signed</u> copy of my 2019 income tax return and applicable tax schedules 1-3.</p> <hr/> <p><b>If you DID NOT file a 2019 IRS tax return, mark one box:</b></p> <p><input type="checkbox"/> I worked in 2019, but I was not required to file a 2019 federal tax return Complete STEP 4 and request a Non-Tax Filing Letter.</p> <p><input type="checkbox"/> I did not work in 2019 and I did not file a 2019 federal tax return. Request a Non-Tax Filing Letter AND provide a Statement of Support.</p>



Only complete if you **did not file** a 2019 Federal Tax Return

**STEP 4 - INCOME INFORMATION**

**Non-Tax Filers:** If you and/or your spouse were not required to file a return but worked during 2019, list all employers and the amounts earned below. You must also submit copies of all 2019 W-2's. List all 2019 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.

2019 Income	2019 Employer Name (Submit a copy of your W-2 for all Jobs listed)	2019 Wages (Use box 1 on Form W-2. If no W-2 was issued, list all earnings from job.)
Student		\$
		\$
Spouse		\$
		\$

**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 submitted in ONE of the following ways:**

Submit online via our secure FILEDRROP by visiting: [MinotStateU.edu/financialaid/verification.shtml](http://MinotStateU.edu/financialaid/verification.shtml)

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

Drop Off on Campus: Minot State Financial Aid Office, 2nd floor, Administration Building

Secure Fax: 701-858-4310 • for additional questions, Phone: 800-777-0750 or 701-858-3375 • email: [financialaid@MinotStateU.edu](mailto:financialaid@MinotStateU.edu)