



# Independent 2019-20 Verification Worksheet

## 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, 2019 through June 30, 2020 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, 2019 to June 30, 2020.
- Write in the name of the college for any degree-seeking household member listed in Section B that will be attending **at least half time** between July 1, 2019 and June 30, 2020. 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 2019-20.</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 2017?  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 2017

### FEDERAL WORK-STUDY FUNDS

Did you earn Federal Work-Study funds in 2017?  Yes  No If yes, total amount earned in 2017. \$ \_\_\_\_\_

**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 2017 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> I am attaching my 2017 IRS Tax Return Transcript. ~~~~~ <input type="checkbox"/> I did not file a 2017 federal tax return, I <b>am attaching</b> my 2017 IRS Verification of Non- Filing Letter and... <i>(select one below)</i> <input type="checkbox"/> I worked in 2017 but I was not required to file a 2017 Federal Tax Return. <input type="checkbox"/> I did not work in 2017 and I did not file a 2017 Federal Tax Return.	<input type="checkbox"/> I filed a 2017 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> I am attaching my 2017 IRS Tax Return Transcript. ~~~~~ <input type="checkbox"/> I did not file a 2017 federal tax return, I <b>am attaching</b> my 2017 IRS Verification of Non-Filing Letter and... <i>(select one below)</i> <input type="checkbox"/> I worked in 2017 but I was not required to file a 2017 Federal Tax Return. <input type="checkbox"/> I did not work in 2017 and I did not file a 2017 Federal Tax Return.

2017 Federal Tax Return Transcripts and 2017 IRS Verification of Non-Filing Letters can be requested from <https://www.irs.gov/individuals/get-transcript>.

**STEP 4 - INCOME INFORMATION (Only complete if you did not file a 2017 Federal Tax Return)**

**Non-Tax Filers:** If you were not required to file a return but worked during 2017, list all employers and the amounts earned below. You must also submit copies of your 2017 W-2's. List all 2017 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.

2017 Income	2017 Employer Name	2017 Wages <small>(Use box 1 on Form W-2. If no W-2 was issued, list all earnings from job.)</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 submitted in ONE of the following ways:**

Mailing to: Minot State University, Financial Aid Office, 500 University Ave W, Minot, ND 58707  
 Drop Off on Campus: MSU Financial Aid Office, 2nd floor, Administration Building  
 Submitting online via our secure filedrop by visiting: [minotstateu.edu/finaid/verification.shtml](http://minotstateu.edu/finaid/verification.shtml)  
 Phone: 1-800-777-0750 or 701-858-3375 • Fax: 701-858-4310 • For additional questions, email: [Amanda.Allard@minotstateu.edu](mailto:Amanda.Allard@minotstateu.edu)