



Independent 2022-23 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"> 1. Include yourself. 2. Include your spouse, if you are married. 3. Include your children and your spouse's children, if you or your spouse will provide more than half of the child's support from July 1, 2022 through June 30, 2023, even if the child does not live with you. 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, 2023. 			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, 2022 and June 30, 2023. 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	

If more space is needed for Household Information, please attach a separate sheet.

FEDERAL WORK-STUDY FUNDS (CAMPUS EMPLOYMENT)

Yes No - Did you earn Federal Work-Study funds in 2020? If yes, enter the total amount earned in 2020. \$ _____
***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. _____
Month/Year

STEP 3 – TAX INFORMATION

Student (Select only one)	Spouse (Select only one)																
<p>If you filed a 2020 IRS Tax Return, mark one box:</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 initially, but have now made corrections to my FAFSA using that process.</p> <p><input type="checkbox"/> I did not use the IRS DRT and I am attaching my 2020 IRS Tax Return Transcript* or a <u>signed</u> copy of my 2020 income tax return and applicable tax schedules 1, 2, 3.</p> <hr style="border-top: 1px dashed black;"/> <p>If you <u>DID NOT</u> file a 2020 IRS federal tax return, mark one box:</p> <p><input type="checkbox"/> I did not work in 2020 and I was not required to file a 2020 IRS federal tax return. Attached is my IRS Verification of Non-Filing Letter.**</p> <p><input type="checkbox"/> I worked in 2020, but I was not required to file a 2020 IRS federal tax return. Attached are all of my 2020 W-2s and my IRS Verification of Non-filing letter.** List 2020 employment sources below:</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width:70%;">EMPLOYER'S NAME</th> <th style="width:30%;">2020 INCOME</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	EMPLOYER'S NAME	2020 INCOME							<p>If you filed a 2020 IRS Tax Return, mark one box:</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 initially, but have now made corrections to my FAFSA using that process.</p> <p><input type="checkbox"/> I did not use the IRS DRT and I am attaching my 2020 IRS Tax Return Transcript* or a <u>signed</u> copy of my 2020 income tax return and applicable tax schedules 1, 2, 3.</p> <hr style="border-top: 1px dashed black;"/> <p>If you <u>DID NOT</u> file a 2020 IRS federal tax return, mark one box:</p> <p><input type="checkbox"/> I did not work in 2020 and I was not required to file a 2020 IRS federal tax return. Complete STEP 4 and request a Non-Tax Filing Letter.**</p> <p><input type="checkbox"/> I worked in 2020, but I was not required to file a 2020 IRS federal tax return. Attached are all of my 2020 W-2s and my IRS Verification of Non-filing letter.** List 2020 employment sources below:</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width:70%;">EMPLOYER'S NAME</th> <th style="width:30%;">2020 INCOME</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	EMPLOYER'S NAME	2020 INCOME						
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STEP 4 - 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 _____

*Tax Return Transcripts can be requested online at: www.irs.gov, click "Get Your Tax Record," click "Get Transcript Online," or by mail, click "Get Transcript by Mail," or by phone, 1-800-908-9946, or by completing an IRS form 4506-T at www.irs.gov/forms-pubs/about-form-4506-t and click on Form 4506-T. Complete questions 1-4, 5 is your student ID number, 6 (Transcript requested - 1040), check box 6a, 9 (year requested 12/31/2020).

**To request a Non-filing letter, go to www.irs.gov/forms-pubs/about-form-4506-t click on 4506-T, complete questions 1-4, 5 is your student ID number, check box 7, 9 (Year requested - 12/31/2020).

Forms can be submitted in ONE of the following ways:

Submit online via our secure FILEDRROP by visiting: 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