

# 2020-2021 Verification Worksheet

## Independent Student



Your 2020-21 Free Application for Federal Student Aid (FAFSA) has been selected for review in a process called "Verification." In this process, LRSC will compare the information you provided on your FAFSA with the financial documents listed on the enclosed Verification Letter. If there are discrepancies, corrections will be made and your financial aid award may be adjusted.

The verification process may take SEVERAL WEEKS to complete and you will not be awarded or disbursed any federal financial aid until the verification process has been completed. Therefore, we suggest that you submit all information to the address listed below **WITHIN 30 DAYS**. Incomplete paperwork will be returned to you, thereby delaying the processing of your financial aid. Thank you for your cooperation and prompt response.

**Forms can be mailed/emailed or dropped off at:**

- Mailing address: Lake Region State College ▪ Financial Aid Office
  - 1801 College Drive N ▪ Devils Lake ND 58301
- Phone: 1-800-443-1313 Ext 1516 or (701) 662-1516 ▪ E-mail for questions: [doreen.hoffman@lrsc.edu](mailto:doreen.hoffman@lrsc.edu) ▪ Fax: 701-662-1666

### Section A - Student Information

Last name	First name	M.I.	Student ID# or Last Four Digits of SSN
Current Address			Email Address
City	State	Zip Code	Date of Birth
Home Telephone Number			Cell Phone Number

### Section B - Family Information

**IMPORTANT!** Please carefully read numbers 1-5 below to ensure you properly complete the Family Information Box at the bottom of this page.

1. Student – Write your name and age on the first line.
2. List your spouse, if you are married
3. List your children/step-children, if you will provide more than half of their support from July 1, 2020, through June 30, 2021. Include children who meet these standards, even if they do not live with you.
4. List other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2021.
5. Include the name of the college for any household member who will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2020 and June 30, 2021.

**FAMILY INFORMATION BOX** - If more space is needed, attach a separate page with the student's name, Student ID # or last 4 digits of student's SSN.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Spouse</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

**-OVER- signature required on Page 2**

## Section C - Verification of 2018 Income Information for Student Tax Filers

If the student and spouse filed separate 2018 IRS income tax returns or had a change in marital status after December 31, 2018, the IRS DRT cannot be used. The 2018 IRS Tax Return Transcript(s) or signed 2018 IRS Tax Return Form 1040 and applicable schedules 1-3 must be provided by each tax filer. Individuals who filed an amended (corrected) IRS Income Tax Return must provide a 2018 IRS Tax Return Transcript or 2018 Federal Tax Return, IRS Form 1040, & signed copy of 2018 IRS Form 1040X.

Check the box that applies:

- The student/spouse has filed a 2018 Federal Income Tax Return and has completed IRS Data Retrieval in FAFSA on the Web. (Skip to Section E)  
Or
- The student/spouse has filed and chooses not to or is unable to use the IRS Data Retrieval Tool in FAFSA on the Web, and is providing a 2018 Tax Return Transcript, or signed 2018 Federal Tax Return (IRS Form 1040 and applicable schedules 1-3). (Skip to Section E)  
Or
- The student/spouse has filed an Amended 2018 IRS Income Tax Return & is providing a 2018 Tax Return Transcript or signed 2018 Federal Tax Return, (IRS Form 1040 and applicable schedules 1-3) & a signed copy of 2018 IRS Form 1040X, "Amended US Individual Income Tax Return." An amended tax return is a correction on the original return. (Skip to Section E)

## Section D - Verification of 2018 Income Information for Student/Spouse Nontax Filers

The instructions and certifications below apply to the student and/or spouse, if the student is married. Complete this section if the student and/or spouse will not file and are not required to file a 2018 Income Tax Return with the IRS. Documentation of non-filing status is required from the IRS dated on or after October 1, 2019 indicating a 2018 IRS income tax return was not filed with the IRS.

Check the box that applies:

- The student and/or spouse (if married) were not employed and had no income earned from work in 2018.
- The student and/or spouse (if married) were employed in 2018 and have listed below the **names of all employers, the amount earned from each employer in 2018, and has provided a copy of IRS 2018 W-2 form(s).** List every employer even if the employer did not issue an IRS 2018 W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	Annual Amount Earned in 2018	IRS 2018 W-2 Provided
(Example) ABC's Auto Body Shop	\$2,500.00	✓
Total Amount of Income Earned From Work	\$	

- Documentation of non-filing status included.** Note: we encourage you to retain a copy of the non-tax confirmation you receive from the IRS for your records.

**A confirmation of non-filing from the IRS, dated on or after October 1, 2019 is required.** In order for our office to verify this you must submit the 4506-T form to the IRS. Log onto the IRS.gov website and complete the form by filling in lines 1-4, 7, and 9 (year/period requested of 12/31/2018). Please sign, date, and mail to the appropriate address provided (See "Chart for All Other Transcripts," Page 2 of Form 4506-T). Any corrections to this form, such as cross outs, whiteouts, etc. will make this form invalid. Once mailed, you will receive a confirmation letter of non-tax filing from the IRS in about 10-14 days.

## Section E – Signatures

The information provided on this form is true and complete to the best of my knowledge. I understand that purposely giving false or misleading information may result in fines, penalties, and/or reduction or immediate repayment of aid.

Student's Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Spouse's Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

If any of the sections of this worksheet are left blank or any signatures are missing, this worksheet will be returned to the student for completion, thereby delaying the processing of your financial aid.

Please make sure:

- This worksheet is completely filled out and signed       ALL documents requested are included       I provided copies that LRSC can keep