

# Dependent Verification Worksheet

2023-24



Your 2023-24 Free Application for Federal Student Aid (FAFSA) has been selected for review in a process called "Verification". In this process, NDSCS 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 to your FAFSA.

## Section A – Student Information

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 Student's Last Name      Student's First Name      Student ID Number      Telephone Number

## Section B – Household Information

Please circle parent(s) marital status as of the date that the FAFSA was completed:

Never Married    Married/Remarried    Widowed    Separated    Divorced    Unmarried, parents are living together

List the month and year of your parent(s) marital status (i.e. date of separation, date remarried, etc.): \_\_\_\_\_

Write the names of the people in your parent(s)' household in the chart below.

1. Include yourself
2. Include your parent(s). If your parents are divorced, list the parent you lived with the most during the last 12 months OR indicate the parent who provided **more than half** of your support during the last 12 months. If your parent is remarried, include your step-parent, even if they do not support you. If your parents are unmarried but live together, list as Parent #1 and Parent #2.
3. Include your parent(s)' other children if your parents provide **more than half** of their support between July 1, 2023 and June 30, 2024 or if the children would be required to provide parental information if they were completing a 2023-24 FAFSA.
4. Include other dependents if they now live with your parent(s) and your parent(s) will continue to provide **more than half** of their support through June 30, 2024.

Full Name	Age	Relationship	College/University (if applicable)
		Self	NDSCS

## Section C – Student's 2021 Income Information

Check the box that applies:

- I filed a **2021** Federal IRS Tax Return (Form 1040). Important: If you did not use the IRS Data Retrieval Tool (DRT) to transfer your tax data when you completed the FAFSA and are eligible to do so, you must do that now OR you must submit a copy of your **2021** Federal Tax Return AND all applicable schedules (1-3, C, and/or F).
- If you checked this box, please complete the following chart. List exact earnings – Do NOT estimate amounts. If multiple W-2s/Schedules, list each of them individually – Do NOT use total amounts.

W-2 Earnings Amount from Box 1 on the W-2(s)	Schedule C Earnings Amount from line 31 on Schedule C (if applicable)	Schedule F Earnings Amount from line 34 on Schedule F (if applicable)
\$	\$	\$
\$	\$	\$

- I was employed and had income but was not required to file a **2021** Federal IRS Tax Return.
- If you checked this box, you must submit copies of all **2021** W-2 Forms. If you only received cash income in **2021**, indicate the amount you received: \$ \_\_\_\_\_.
- I was not employed, did not have income and was not required to file a **2021** Federal IRS Tax Return.

## Section D – Parent(s) 2021 Income Information

Check the box that applies:

- My parent(s) filed a **2021** Federal IRS Tax Return (Form 1040). Important: If your parent(s) did not use the IRS Data Retrieval Tool (DRT) to transfer their tax data when the FAFSA was completed and are eligible to do so, they must do that now OR they must submit a copy of their **2021** Federal Tax Return AND all applicable schedules (1-3, C, and/or F).
- If you checked this box, please complete the following chart\*.** List exact earnings – **Do NOT estimate amounts.** If multiple W-2s/Schedules, list each of them individually – **Do NOT use total amounts.**

**Parent 1:**

<b>W-2 Earnings</b> Amount from Box 1 on the W-2(s)	<b>Schedule C Earnings</b> Amount from line 31 on Schedule C (if applicable)	<b>Schedule F Earnings</b> Amount from line 34 on Schedule F (if applicable)
\$	\$	\$
\$	\$	\$

**Parent 2:**

<b>W-2 Earnings</b> Amount from Box 1 on the W-2(s)	<b>Schedule C Earnings</b> Amount from line 31 on Schedule C (if applicable)	<b>Schedule F Earnings</b> Amount from line 34 on Schedule F (if applicable)
\$	\$	\$
\$	\$	\$

**\*Make sure Parent 1 on your FAFSA is the same as Parent 1 on this worksheet. If married, you must separate parent's income.**

- My parent(s) was/were employed and had income but was/were not required to file a **2021** Federal IRS Tax Return.
- If you checked this box, you must submit copies of all **2021** W-2 Forms for your parent(s). If your parent(s) only received cash income in **2021**, indicate the amount they received: \$\_\_\_\_\_.
  - You must also submit a **2021** IRS Verification of Non-Filing Letter for each parent who did not file. A free IRS Verification of Non-Filing Letter can be obtained from the IRS.
- My parent(s) was/were not employed, did not have income and was/were not required to file a **2021** Federal IRS Tax Return.
- If you checked this box, you are required to submit a **2021** IRS Verification of Non-Filing Letter for each parent who did not file. A free IRS Verification of Non-Filing Letter can be obtained from the IRS.

## Section E – Signatures

The verification process may take SEVERAL WEEKS and your federal financial aid cannot be determined until the process is complete. Therefore, we suggest that you submit all information to our office **WITHIN 30 DAYS**. **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.** Thank you for your cooperation and prompt response.

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 \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent's Signature \_\_\_\_\_

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

### Forms can be submitted ONE of the following ways:

Mail to: Enrollment Services/Financial Aid • NDSCS • 800 6<sup>th</sup> St N • Wahpeton, ND 58076

Drop off at: 101 Haverty Hall (Wahpeton) OR 183G (NDSCS-Fargo)

Contact Us: 1-800-342-4325 or 701-671-2207 | NDSCS.Fin.Aid@ndscs.edu