

Your 2018–2019 Free Application for Federal Student Aid (FAFSA) has been selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. **If you are selected for the verification process, you will not receive a financial aid award until the verification is completed.**

A. Student Information

Name (first & last):	Student ID #: W
Address:	Social Security #:
City:	Date of Birth:
State & Zip Code:	Phone #:
Email:	@bismarckstate.edu

B. Family Information

Full Name		Age		
Write the names of the people in your parent(s)' household in the chart below. <ol style="list-style-type: none"> 1. Include yourself. 2. Include your parent(s): If <u>your parents are divorced</u>, list the parent you lived with the most during the last 12 months. If you did not live with one parent more than the other, indicate the parent who provided more than half of your support during the last twelve months. If <u>your parent is remarried</u>, include your step-parent, even if they do not support you. If <u>your parents are unmarried but live together</u>, list 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, 2018 and June 30, 2019 or if the children would be required to provide parental information if they were completing a 2018-2019 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, 2019. 		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 (excluding parents) who will be enrolled at least half time (usually 6 or more credits) between July 1, 2018 and June 30, 2019. List only those who are enrolled in a degree, diploma or certificate program at an eligible post-secondary institution		
		Include siblings ONLY if they used the same parent as you did when they completed their 2018-2019 FAFSA.		
Full Name	Age	Relationship	Attending College At least half-time	College/University
		Self	Yes/No	BSC
			Yes/No	
			Yes/No	
			Yes/No	

C. Student and Parent 2016 Tax Filing Status

STUDENT	PARENT(S)																				
<p style="text-align: center;"><u>If you Filed 2016 Taxes with IRS:</u></p> <p><input type="checkbox"/> I Used the IRS data retrieval tool on my FAFSA</p> <p><input type="checkbox"/> I did not use the IRS date retrieval tool initial, but have now made corrections to my FAFSA using that process. Date Correction Made: _____</p> <p><input type="checkbox"/> I have included an official 2016 IRS Tax Return Transcript with this worksheet</p> <p><input type="checkbox"/> I filed Amended Taxes and have include the following items with this worksheet:</p> <ul style="list-style-type: none"> • 2016 Signed 1040X • 2016 IRS Tax Return Transcript 	<p style="text-align: center;"><u>If you Filed 2016 Taxes with IRS:</u></p> <p><input type="checkbox"/> We/I used the IRS data retrieval tool on my FAFSA</p> <p><input type="checkbox"/> We/I did not use the IRS date retrieval tool initial, but have now made corrections to my FAFSA using that process. Date Correction Made: _____</p> <p><input type="checkbox"/> We/I have included an official 2016 IRS Tax Return Transcript with this worksheet</p> <p><input type="checkbox"/> We/I filed Amended Taxes and have include the following items with this worksheet:</p> <ul style="list-style-type: none"> • 2016 Signed 1040X • 2016 IRS Tax Return Transcript 																				
<p style="text-align: center;"><u>If you DID NOT FILE 2016 Taxes with IRS:</u></p> <p><input type="checkbox"/> I was not employed and did not have income and am not required to file 2016 Tax Return.</p> <p><input type="checkbox"/> I was employed and had income, but am not required to file a 2016 Tax Return (complete form below and attach W-2's)</p>	<p style="text-align: center;"><u>If you DID NOT FILE 2016 Taxes with IRS:</u></p> <p><input type="checkbox"/> We/I was not employed and did not have income and am not required to file 2016 Tax Return. We/I have included the 2016 IRS Non-Tax Filing Letter</p> <p><input type="checkbox"/> We/I was employed and had income, but am not required to file a 2016 Tax Return (complete form below and attach W-2's). We/I have included the 2016 Non-tax filing letter</p> <p><i>**See last page of form for Non-Tax Filing Letter directions</i></p>																				
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2016 Federal Income Tax Filing Requirements				
Tax filing requirements may be found in the IRS Form 1040 instruction book. The amounts listed are for individuals under the age of 65. See www.irs.gov for additional information.	For most people, a tax return must be filed with the IRS if their 2016 income was at least:			
	Single Dependent Student (someone else can claim you)	\$6,300 Earned Income	Married – filing separately	\$4,050 Gross Income
	Single, if claiming self	\$10,350 Gross Income	Head of Household	\$13,350 Gross Income
	Married – filing joint return	\$20,700 Gross Income	Qualifying widow(er) with dependent	\$16,650 Gross Income

D. Parent/Step-Parent Additional Financial Information

1. Did your parent(s) or anyone in your household receive food stamps (SNAP) in 2016 and/or 2017?
 Yes - ***attach proof of SNAP benefits*** No
 If yes, who received the benefit? Student Parent(s) Other _____
 For which years: 2016 2017

2. In 2016 did the parent(s) you reported in section B of this form Receive child support because of divorce, separation or legal requirements? Yes (complete chart below) No

3. In 2016 did the parent(s) you reported in section B of this form Pay child support because of divorce, separation or legal requirements? Yes (complete chart below) No

****If yes to questions 2 and/or 3, please complete the form and *attach proof of child support Received/Paid for 2016* (Child Support Enforcement Printout)**

Name of Person Who Paid Child Support	Name of Person Who Received Child Support	Name of Child for Whom Child Support was Paid	Age of Child for Whom Child Support was Paid	Amount of Child Support Paid in 2016	Amount of Child Support Received in 2016
				\$	\$
				\$	\$

***If more space is needed, please write information on the back of this form*

E: Signatures – Manually sign with a Pen. Unsigned form or those with digital/electronic/typed signatures will be returned.

I certify that all the information reported on this worksheet is complete and correct. The student must sign this worksheet.

Student Signature:	Date:
Parent Signature:	Date:

*****Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.***

Bismarck State College Financial Aid Office
 1500 Edwards Ave
 Schafer Hall, Room 138
 Bismarck, ND 58506
 Phone: 701-224-5494
 Fax: 701-224-2402
 Email: bsc.financialaid@bismarckstate.edu

IRS Non-Tax Filer Direction:

Your parent(s) indicated on your 2018 – 2019 FAFSA that either one or both parent(s) did not file a 2016 Federal Income Tax Return with the IRS (Form 1040, 1040A or 1040EZ). In order for Bismarck State College Financial Aid Office to verify this parent(s) must submit the 4506-T form to the IRS (*If both parents did not file taxes, they both must complete 4506-T and turn in Non-Tax Filing Letters to Financial Aid Office*). Once processed the IRS will send you a confirmation letter.

Filling out the 4506- T form:

1. Print and fill out the 4506 –T form: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
2. Complete 1a through 4 with Name and address
3. Make sure that box 7 “Verification of Non-filing” is **checked**
4. Box 9, Year or Period request write in 12/31/2016
5. Make sure to check the box that says, “Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T.”
6. Sign the bottom of the 4506- T form
7. Mail or fax the form to the appropriate IRS RAIVS Team location based upon where you lived on 12/31/2016 (Information can be found on the second page of the 4506-T form)

Confirmation Letter:

Once you mail the completed 4506-T form in, you should receive a confirmation letter of Non-Tax Filing form from the IRS (this takes roughly 10-14 business days). Once received, write student’s name and student ID number on the Non-Tax Filing letter and mail the letter to the Bismarck State College Financial Aid Office.

2016 IRS Tax Return Transcript Directions:

- **ONLINE PDF REQUEST** - Available on the IRS Web site at www.irs.gov
Select “**Get My Tax Record**” and then click “**Get Transcript ONLINE**”. Next you will need to create an Account (*will require you to have either a personal loan and/or credit card - debit/credit cards no do not work and will also require a cell phone number in your name*). Click “Continue” and answer questions. In the **Type of Transcript** field, select “**Return Transcript**” and in the **Tax Year** field, select the year, and click Print. If you filed an amended return (1040X) after your original return, print “Tax Return Transcript” and “Account Transcript”.
 - **ONLINE MAIL REQUEST** - Available on the IRS Web site at www.irs.gov
Select “**Get My Tax Record**” and then click “**Get Transcript by Mail**”. Click “OK” and enter the personal identifiers of the filer. In the **Type of Transcript** field, select “Return Transcript” and in the **Tax Year** field, select the year. If you filed an amended return (1040X) after your original return, print “Tax Return Transcript” and “Account Transcript”.
 - **IRS TELEPHONE REQUEST** - Available from the IRS by calling 1-800-908-9946.
 - Follow prompts to enter personal information
 - Select Option 3 (ordering both Return and Account transcripts)
 - Enter Year that you are requesting
- ❖ When requesting the transcript, it is important that the address you use is the same as on your last Federal Tax Return, unless you have since done a change of address with the IRS.