



**Financial Aid**  
May Hall, Room 111  
Dickinson State University  
291 Campus Drive  
Dickinson, ND 58601-4896

**Office Hours: 7:45 a.m. - 4:30 p.m. Monday - Friday**  
**Phone: 1-800-279-4295 ext. 2371 or 701-483-2371**  
**Fax: 701-483-2409**  
**Web: [www.dickinsonstate.edu](http://www.dickinsonstate.edu)**  
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## FINANCIAL AID VERIFICATION PROCESS

Your 2019 - 2020 Free Application for Federal Student Aid (FAFSA) has been selected for a review process called "Verification." In this process, the Financial Aid Office will compare the information you provided on your FAFSA with the financial documents requested by our office. If there are discrepancies, additional information may be requested or corrections will be made and your financial aid award notification may be adjusted.

Please be advised that the Verification process can take up to **four** weeks after receipt of *all* requested documentation. ***Your financial aid cannot be disbursed until the process is complete.*** Therefore, we ask that you submit all information **WITHIN 30 DAYS**. Incomplete or illegible paperwork will be returned to you, thereby delaying the processing of your financial aid disbursement. Failure to return the requested documentation may result in the cancellation of your aid. Thank you for your cooperation and prompt response.

***Please follow the steps below to successfully complete verification.***

### **1. VERIFICATION WORKSHEET (everyone)**

Complete and sign the **correct Verification Worksheet**. Do not leave any questions blank. If an answer is zero or does not apply, write in "0". Failure to complete all sections and provide all requested signatures will result in the worksheet being returned to you.

### **2. IRS TAX RETURN TRANSCRIPT**

Submit your 2017 IRS Tax Return Transcript, if you did not use the IRS Data Retrieval Tool or have income from self-employment. Instructions on how to order your transcript can be found on the reverse side of this letter. If you have a partnership, please include a K-1 (Form 1065).

### **3. W-2 FORMS**

Submit all W-2 forms for 2017, if you did not file a 2017 Income Tax Return with the IRS or if requested. If you were not issued any W-2 forms or paid wages in cash in 2017 you must indicate this in Section D on the Verification Worksheet.

### **4. IRS LETTER OF NON-FILING (independent students or parent(s) of dependent students only)**

Submit your 2017 Letter of Non-Filing if you did not file taxes in 2017. Instructions to obtain can be found on page 2 of this document.

### **5. ADDITIONAL FORMS (EVERYONE)**

If additional forms are requested, they must be completed, signed and submitted with the documentation requested above.

## IRS TAX RETURN TRANSCRIPT PROCESS

Tax filers can request a Tax Return Transcript from the Internal Revenue Service (IRS), **free** of charge, in one of the following ways:

1. **Online Request:** Available on the IRS website at <https://www.irs.gov/individuals/get-transcript>

- You can print your transcript online or have it mailed to you:

Get Transcript Online	Get Transcript by Mail
<p><b>What You Need</b></p> <p>To register and use this service, you need:</p> <ul style="list-style-type: none"><li>your <a href="#">SSN</a>, date of birth, filing status and mailing address from latest tax return,</li><li>access to your email account,</li><li>your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and</li><li>a mobile phone with your name on the account.</li></ul>	<p><b>What You Need</b></p> <p>To use this service, you need your:</p> <ul style="list-style-type: none"><li><a href="#">SSN</a> or <a href="#">Individual Tax Identification Number (ITIN)</a>,</li><li>date of birth, and</li><li>mailing address from your latest tax return</li></ul>
<p><b>What You Get</b></p> <ul style="list-style-type: none"><li>All <a href="#">transcript types</a> are available online</li><li>View, print or download your transcript</li><li>Username and password to return later</li></ul>	<p><b>What You Get</b></p> <ul style="list-style-type: none"><li>Return or Account <a href="#">transcript types</a> delivered by mail</li><li>Transcripts arrive in <b>5 to 10 calendar days</b> at the address we have on file for you</li></ul>

- Click on "Get Transcript Online" or "Get Transcript by Mail" and follow the prompts.
- Enter your address exactly like it is listed on your 2017 tax return.
- Under the Type of Transcript drop box, select the **Return Transcript** **NOT** the Account Transcript.
- Under the Tax Year drop box, select 2017.

2. **Telephone Request:** Available from the IRS by calling 1-800-908-9946.

- Tax filers must follow prompts to enter their Social Security Number for the person *listed first* on the tax return and the numbers in their street address. Generally, these will be the numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the U.S. Postal Service, the IRS may have the updated address on file.
- Press 2, to request the IRS Tax Return Transcript, and then enter "2016".
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request in 5 to 10 business days from the time the online request was successfully transmitted to the IRS.