

2007-08 Independent Verification Sheet

Financial Aid Office

800 Mickelson Drive - Rapid City, SD 57703-4018
1-800-544-8765 605-394-4034 Fax: 605-394-2204

Today's Date: _____

Your application was selected for review in a process called "Verification." In this process your school will be comparing information from your application with signed copies of your (and your spouse's) 2006 Federal tax forms or with W-2 forms or other financial documents. The law says we have the right to ask you for this information before awarding Federal aid.

If there are differences between your application information and your financial documents, you may need to send corrections on your Student Aid Report (SAR), or your school may send corrections electronically, to have your information reprocessed.

Processing of your Financial Aid cannot continue until we receive this form - it is due within 14 days of our request.

WHAT YOU SHOULD DO

1. Collect your (and your spouse's) financial documents (signed Federal income tax forms, W-2 forms, etc)
2. Talk to your Financial Aid Administrator(s) if you have questions about completing this worksheet.
3. Fill in and sign the worksheet-you (and your spouse).
4. Take the completed worksheet, tax form, and any other documents your school needs to your Financial Aid Administrator (s).
5. Your Financial Aid Administrator(s) will compare information on the documents. If corrections are needed they may submit corrections on your behalf, or you may need to make corrections on your SAR and send it back to the application processor.
Your school must review the requested information, under the financial aid program rules (CFR Title 34, Part 668)

A. Student Information: Name: _____ Date of Birth: _____
 SS Number: _____ - _____ - _____ Phone Number: _____
 E-mail address: _____

B. Family Information and Tax Forms/Income Information

Attach a signed copy of your (and your spouses') 2006 federal income tax return(s).

If you cannot locate your copy of your federal income tax return(s), you have three options:

- 1.) Call the IRS at 1-800-829-1040 and request the letter via the automated services available (this process normally takes 7-10 days);
- 2.) Complete and mail form 4506 to the appropriate IRS campus address (this process normally takes 10-45 days); or
- 3.) Make written request to your local TAC. The request will be processed locally and the information mailed to you within 2 weeks.

If a federal income tax return will not be filed for the 2006 calendar year, report all 2006 income and benefits here Attach a copy of all W-2 forms and/or other verifications of income.

Source(s)	2006 Amount
	\$
	\$
	\$

List the members of your household in the space provided below.

List the people in the space provided below that you (and your spouse) will support between July 1, 2007 and June 30, 2008. Include yourself, your spouse, and dependent children (if you provide more than half their support).

DO NOT LEAVE THIS SECTION BLANK--LIST ALL HOUSEHOLD MEMBERS (INCLUDING YOURSELF) AS DESCRIBED ABOVE.

Name	Age	Relationship	College Attending (if applicable)
		Self	Western Dakota Technical Institute

Complete Worksheet A-B-C Located on Page 2 of this form



NOTICE!

*The forms required for verification must be submitted to our office within 14 days of this request. If the required documentation is not received, we cannot continue processing your application for financial aid. Processing will not resume until/unless the necessary information/documents are provided. If the 14-day time period extends to or beyond registration day, you must either:
-- Pay the institutional costs from personal funds, or
-- Request a deferment of payment of tuition and fees for a maximum of 30 days. There is a deferment charge of \$50 if paid on registration day, or \$75 if the payment of the deferment charge is delayed. If verification cannot be completed within the 30-day deferment period, you must make all payments due to Western Dakota Technical Institute from personal funds.

WORKSHEETS A, B AND C FOR INDEPENDENT STUDENT

If you have the worksheets you used when completing your 2007-2008 FAFSA, you may attach those forms rather than completing this form. Remember: Use Calendar Year 2006 information when completing this form.

WORKSHEET A

Student (and Spouse) Information

- \$ _____ Earned income credit from IRS Form 1040-line 66a; 1040A-line 40a; 1040EZ-line 8a
- \$ _____ Additional child tax credit from IRS Form 1040-line 68 or 1040A-line 41.
- \$ _____ Welfare benefits, including TANF. Don't include food stamps or subsidized housing.
- \$ _____ Social Security benefits received that were not taxed (such as SSI) for all household members reported in the student's household.

\$ _____ **Worksheet A Total for Student (and Spouse)**

WORKSHEET B

- \$ _____ Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 Form in Boxes 12a through 12d, codes D, E, F, G, H and S.
- \$ _____ IRA deductions and payments to self-employed SEP, SIMPLE, and Keogh and other qualified plans from IRS Form 1040-total of line 28 and line 32 or 1040A-line 17.
- \$ _____ Child support **received** for all children. Don't include foster care or adoption payments.
- \$ _____ Tax exempt interest income from IRS Form 1040-line 8b or 1040A-line 8b.
- \$ _____ Foreign income exclusion from IRS Form 2555-line 45 or 2555EZ-line 18.
- \$ _____ Untaxed portions of IRA distributions from IRS Form 1040-lines (15a minus 15b) or 1040A-lines (11a minus 11b). Exclude rollovers. If negative, enter a zero here.
- \$ _____ Untaxed portions of pensions from IRS Form 1040-lines (16a minus 16b) or 1040A-lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here.
- \$ _____ Credit for federal tax on special fuels from IRS Form 4136-line 20 - nonfarmers only.
- \$ _____ Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits).
- \$ _____ Veterans' noneducation benefits, such as Disability, Death Pension or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.
- \$ _____ Any other untaxed income and benefits not reported elsewhere on Worksheets A and B, such as workers' compensation, untaxed portions of railroad retirement benefits, Black Lung Benefits, disability, etc. **Tax filers only:** report combat pay not included in AGI. **All Aid Applicants: Don't include** student aid, Workforce Investment Act educational benefits, combat pay if you are **not** a tax filer, or benefits from flexible spending arrangements, e.g., cafeteria plans.
- \$ _____ Money **received**, or paid on your behalf (e.g. bills), not reported elsewhere on this form.

\$ _____ **Worksheet B Total for Student (and Spouse)**

WORKSHEET C

- \$ _____ Education credits (Hope and Lifetime Learning Tax Credits) from IRS Form 1040-line 50 or 1040A-line 31.
- \$ _____ Child support **paid** because of divorce or separation or as a result of a legal requirement. Do not include support for children in your household as listed on the front of this form.
- \$ _____ Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.
- \$ _____ Student grant and scholarship aid reported to the IRS in your adjusted gross income. Includes AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships.

\$ _____ **Worksheet C Total for Student (and Spouse)**

Student Signature _____

Date _____

Spouse's Signature _____

Date _____

NOTICE **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both. **By Signing this Worksheet, I (we) certify that all information reported to qualify for Federal Student Aid is complete and correct.**