



**Western Dakota Tech**  
 800 Mickelson Dr., Rapid City, SD 57703-4018  
 PHONE: 605-394-4034 or 800-544-8765  
 FAX: 605-394-2204

**2018-2019 DEPENDENT WORKSHEET  
 V5 – AGGREGATE VERIFICATION GROUP**

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was 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 reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at WDT. We may ask for additional information. If you have questions about verification, contact us by phone at **605-718-2988** or **800-544-8765** or by e-mail at [finaid@wdt.edu](mailto:finaid@wdt.edu).

**SECTION A: STUDENT INFORMATION**

\_\_\_\_\_ **XXX-XX-** \_\_\_\_\_  
 WDT Student ID Number SSN (Last Four Digits)

\_\_\_\_\_ Last Name \_\_\_\_\_  
 First Name

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Mailing Address

\_\_\_\_\_ Email \_\_\_\_\_  
 Student Phone Number

**SECTION B: HOUSEHOLD INFORMATION**

**Number of Household Members: List below the people in your parent(s)' household. Include:**

- The Student (Yourself).
- Your parents (including a stepparent) even if you don't live with your parents.
- Your parents' other children if your parents will provide more than half of the children's support from July 1, 2018 through June 30, 2019 or if the other children would be required to provide parental information if they were completing a FAFSA for 2018–2019. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with your parents and your parents provide more than half of the other people's support and will continue to provide more than half of their support through June 30, 2019.

**NOTE:** If your parent(s) reported that they paid child support on the 2018-2019 FAFSA, do NOT include those children in household below. If you have questions regarding this please contact the WDT Financial Aid Office.

**For the columns below "College" and "Will Be Enrolled at Least Half Time":** Include the name of the college for any household member, excluding your parent(s), 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, 2018, and June 30, 2019.

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

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Mary Jones(example)	22	Sister	Western Dakota Tech	Yes
		Self		

## SECTION C: TAX FORMS AND INCOME INFORMATION FOR TAX FILERS

Check the box that applies to you and your parent(s) if applicable. Include information ONLY for those listed in Section B. Do NOT include information for non-custodial parents.

**NOTE: Per federal regulations WDT is not able to accept actual Income Tax Returns (1040, 1040A or 1040EZ); must either use the IRS Data Retrieval Tool on FAFSA at [fafsa.gov](http://fafsa.gov) or request the 2016 IRS Tax Return Transcripts at <https://www.irs.gov/individuals/get-transcript>**

STUDENT	Parent 1 (STEP Parent 1)	Parent 2 (STEP Parent 2)	
			The IRS Data Retrieval Tool (DRT) was used to transfer 2016 IRS income tax return information into the student's FAFSA.
			The IRS Data Retrieval Tool (DRT) was not used on the FAFSA at <a href="http://fafsa.gov">fafsa.gov</a> , but will be used to transfer the 2016 Income Tax Return information into the student's FAFSA
			Unable or chose not to use the IRS Data Retrieval Tool (DRT), and instead the 2016 IRS Tax Return Transcript was recently ordered at the IRS website: <a href="https://www.irs.gov/individuals/get-transcript">https://www.irs.gov/individuals/get-transcript</a> and will submit at a later date.
			A legible copy of the 2016 IRS Tax Return Transcript is attached, retrieved at the IRS website: <a href="https://www.irs.gov/individuals/get-transcript">https://www.irs.gov/individuals/get-transcript</a> .
			I am required to file a 2016 IRS income tax return and was granted a filing extension by the IRS. I have attached a copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for the 2016 tax year; a copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for the 2016 tax year; <b>and</b> a copy of IRS form W-2 for each source of employment income received for the 2016 tax year and, if self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income and the U.S. income tax paid for the 2016 tax year. Must request a non-filing letter from the IRS using the Form 4506-T and check box 7.
			I filed an amended IRS income tax return for the 2016 tax year. I have attached a copy of 2016 IRS Tax Return Transcript retrieved at the IRS website: <a href="https://www.irs.gov/individuals/get-transcript">https://www.irs.gov/individuals/get-transcript</a> ; <b>and</b> a signed copy of the 2016 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.
			I do not have a copy of my 2016 Federal Income Tax Return and I am a victim of identity theft and unable to provide the 2016 IRS Tax Transcript. I have attached a Tax Return Data Base View (TRDBV) transcript obtained from the IRS; <b>and</b> a statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

**SECTION D: INCOME INFORMATION FOR NON TAX FILERS**  
**(Complete this section only if you or your parents did not file 2016 Taxes)**

1. Complete this section for those listed in Section B that will not file and are not required to file a 2016 income tax form with the IRS. Check all that apply.

Student	Parent 1 (STEP Parent 1)	Parent 2 (STEP Parent 2)	
			I was not employed and had no income earned from work in 2016.
			I was employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. (Provide copies of all 2016 IRS W-2 forms issued by your employers). List every employer even if the employer did not issue an IRS W-2 form.

2. List below income earned from work. If more space is needed, provide a separate page with the student's name and ID number at the top.

Student	Parent 1 (STEP Parent 1)	Parent 2 (STEP Parent 2)	Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2016
			<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00

3. Parent who did not file a 2016 tax return are required to provide an IRS Non Filing Letter.

Parent(s) needs to complete the IRS Non-Filing Letter Form 4056-T (attached). If parent(s) need any assistance with this form please contact WDT Financial Aid at 605-718-2988

- a. You can either mail or fax this directly to the IRS. Please see page 2 of the attached 4056-T form
- b. As soon as you receive the IRS Non-Filing letter, please submit a copy of this letter to WDT Financial Aid Office

**SECTION E: CERTIFICATIONS AND SIGNATURES**

I certify that all of the information reported on this worksheet is complete and correct. The student and at least one parent whose information was reported on the FAFSA must sign and date this worksheet. **WARNING: If you purposely give false or misleading information you may be fined, sentenced to jail or both.**

\_\_\_\_\_  
 Print Student's Name

\_\_\_\_\_  
 WDT Student ID Number

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

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Date

**Do not mail worksheet to the U.S. Department of Education**

Please return the requested information to WDT Financial Aid Office through one of the methods listed at [wdt.edu/upload](http://wdt.edu/upload)

**Please do not submit sensitive documents by email.** Sensitive documents include those with social security numbers, birthdates or other personally identifiable information

## SECTION F: HIGH SCHOOL COMPLETION STATUS

Provide one of the following documents to indicate your high school completion status:

- A copy of your high school diploma.
- If you completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document.
- A copy of your final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript received by you after you passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- An academic transcript that indicates you successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree.
- If you were homeschooled in a state where state law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If you were homeschooled in a state where state law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by your parent or guardian, that lists the secondary school courses you completed and includes a statement that you successfully completed a secondary school education in a homeschool setting.

**A student who is unable to obtain the documentation listed above must contact the financial aid office.**

## SECTION G: IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE (To Be Signed at the Institution)

The student must appear in person at Western Dakota Tech to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver’s license, other state-issued ID, or passport. The institution will maintain a copy of the student’s photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student’s ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

### Statement of Educational Purpose

I certify that I \_\_\_\_\_ am the individual signing this  
(Print Student’s Name)

Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Western Dakota Tech for 2018-2019.

\_\_\_\_\_  
(Student’s Signature)

\_\_\_\_\_  
(Date)

Student’s ID Number \_\_\_\_\_

**Witnessed by:**

\_\_\_\_\_  
WDT Financial Aid Staff Signature

\_\_\_\_\_  
Date

**Note: If you are unable to appear in person at WDT, please see next page “Identity and Statement of Education Purpose (To Be Signed in the Presence of a Notary)”**

**Identity and Statement of Educational Purpose  
(To Be Signed in the Presence of a Notary)**

If the student is unable to appear in person at Western Dakota Tech to verify his or her identity, the student must provide to WDT:

- a) **The copy of the unexpired valid government-issued photo identification (ID)** that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; **and**
- b) The original Statement of Educational Purpose provided below, **which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.**
- c) **This original Statement of Educational Purpose must be mailed to WDT. No photocopies or faxes allowed.**

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this  
(Print Student's Name)

Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Western Dakota Tech for 2018-2019.

\_\_\_\_\_  
(Student's Signature) (Date)

Student's ID Number \_\_\_\_\_

**Notary's Certificate of Acknowledgement**

*Notary's certification may vary by State*

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_  
(Date) (Notary's name)

personally appeared, \_\_\_\_\_, and proved to me  
(Printed name of Identity and Statement of Educational Purpose signer)

on the basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of unexpired government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal** \_\_\_\_\_  
(seal) (Notary Signature)

My commission expires on \_\_\_\_\_  
(Date)