



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

**2016-2017 INDEPENDENT WORKSHEET  
 V5 – AGGREGATE VERIFICATION GROUP**

Your 2016-2017 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 **605-394-4034** or **800-544-8765** or by e-mail at [Financial\\_Aid@wdt.edu](mailto:Financial_Aid@wdt.edu)

**SECTION A: STUDENT INFORMATION**

Western Dakota Tech ID-Number	XXX-XX-_____		
	SSN (Last Four Digits)		
First Name	Last Name		
Mailing Address	City	State	Zip
Phone Number	Cell Phone	Email	

**SECTION B: HOUSEHOLD INFORMATION**

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

- The Student (Yourself).
- Your spouse, if you are married.
- Your or your spouse's children if you or your spouse will provide more than half of the children's support from July 1, 2016, through June 30, 2017, even if a child does not live with you.
- Other people if they now live with you or your spouse and you or your spouse provide more than half of the other person's support and will continue to provide more than half of their support through June 30, 2017.

**Number in College:** Include in the space below information about any household member who is, or will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2016, and June 30, 2017. Include the name of the college.

*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 STUDENT TAX FILERS

**Important Note:** The instructions below apply to you and your spouse, if you are married. If you or your spouse filed separate 2015 IRS income tax returns, the IRS DRT cannot be used and the **2015 IRS Tax Return Transcript(s)** must be provided for **each of you**. Notify the financial aid office if you or your spouse filed separate IRS income tax returns for 2015 or had a change in marital status after December 31, 2015.

Check the boxes that apply.

STUDENT	SPOUSE	
		The IRS Data Retrieval Tool (DRT) was used to transfer 2015 IRS income tax return information into the student's FAFSA.
		The IRS Data Retrieval Tool (DRT) has not yet been used, but will be used to transfer 2015 IRS income tax return information into the student's FAFSA once the 2015 IRS income tax return has been filed.
		The 2016-2017 FAFSA has been recently updated using the IRS Retrieval Tool.
		I did not use the IRS Retrieval tool to submit financial data. The 2015 IRS Tax Transcript was recently ordered and will be submitted at a later date.*
		I have not filed my taxes yet, but will file. The IRS Tax Transcript will be submitted at that time OR I will update my FAFSA using the IRS Retrieval Tool.
		I was unable or chose not to use the IRS DRT. Instead, a legible copy of the 2015 IRS Tax Transcript is attached.
		I am required to file a 2015 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 2015 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 2015 tax year; <b>and</b> a copy of IRS form W-2 for each source of employment income received for the 2015 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 2015 tax year.
		I filed an amended IRS income tax return for the 2015 tax year. I have attached a 2015 IRS Tax Return Transcript; <b>and</b> a signed copy of the 2015 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.
		I am a victim of identity theft and unable to provide the 2015 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.

*\*Requests for IRS Federal Tax Transcripts may take up to 2-4 weeks to receive. Requests for tax transcripts received by phone or online are mailed to the tax filer. The IRS Tax Transcript may be ordered online at [www.irs.gov](http://www.irs.gov). Go to the Tools heading on the IRS homepage and click "Get a Tax Transcript by Mail." **Make sure to request the "IRS Tax Return Transcript" NOT the "IRS Tax Account Transcript."** It may also be ordered by phone at 800-908-9946.*

## SECTION D: INCOME INFORMATION FOR NON TAX FILERS

Complete this section for you and your spouse if you will not file and **are not required** to file a 2015 income tax form with the IRS. Check all that apply.

STUDENT	SPOUSE	
		I was not employed and had no income earned from work in 2015.
		I was employed in 2015 and have listed <b>below</b> the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. (Provide copies of all 2015 IRS W-2 forms issued by your employers.) List every employer even if the employer did not issue an IRS W-2 form.

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

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2015
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00

### SECTION E: CHILD SUPPORT PAID

If you or your spouse (who is a member of the student's household) is paying child support, please complete the table below.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Total Amount of Child Support Paid in 2015
<i>Mary Jones(example)</i>	<i>Chris Smith</i>	<i>Terry Jones</i>	<i>\$6,000.00</i>

### SECTION F: RECEIPT OF SNAP BENEFITS

The student certifies that \_\_\_\_\_, a member of the student's household, received benefits from the Supplemental Nutrition Assistance Program (SNAP) sometime during 2014 or 2015. SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3243).

The student's household includes:

- The student (Yourself).
- Your spouse, if you are married.
- Your or your spouse's children if you or your spouse will provide more than half of the children's support from July 1, 2016, through June 30, 2017, even if the children do not live with the you.
- Other people if they now live with you and you or your spouse provide more than half of the other person's support and will continue to provide more than half of that person's support through June 30, 2017.

### SECTION G: HIGH SCHOOL COMPLETION STATUS

Provide one of the following documents to indicate your (the student's) high school completion status when you begin college in 2016–2017:

- 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 H: 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 2016-2017.

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

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

**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 the institution:

- (a) A 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.**

**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 2016-2017.

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

**Sample of a 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)

**SECTION I: CERTIFICATIONS AND SIGNATURES**

Each person signing below certifies that all of the information reported is complete and correct.

**WARNING: If you purposely give false or misleading information you may be fined, sent to prison, or both.**

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (Optional)

\_\_\_\_\_  
Date

**Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the Financial Aid Office.  
You may also scan and email this and all documents to [Financial\\_Aid@wdt.edu](mailto:Financial_Aid@wdt.edu) OR fax to 605-394-2204.**