



**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  
 V6 – HOUSEHOLD RESOURCES 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: OTHER UNTAXED INCOME FOR 2015

If any item does not apply, enter "N/A" for Not Applicable where a response is requested, or enter 0 (zero) in an area where an amount is requested. Answer each question below **as it applies** to the student (and the student's spouse, if married).

**2015 IRS W-2 forms:** Provide copies of all 2015 IRS W-2 forms issued by the employers to the independent student and spouse if the student is married.

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

**1. Payments to tax-deferred pension and retirement savings**

List any payments (direct or withheld from earnings) to tax-deferred pension and retirement savings plans (e.g., 401(k) or 403(b) plans), including, but not limited to, amounts reported on W-2 forms in Boxes 12a through 12d with codes D, E, F, G, H, and S.

Name of Person Who Made the Payment	Annual Amount Paid in 2015
Total Payments to Tax-deferred Pension and Retirement Savings	\$

**2. Child support received**

List the actual amount of any child support received in 2015 for the children in your household.

**Do not include** foster care payments, adoption payments, or any amount that was court-ordered but not actually paid.

Name of Adult Who Received the Support	Name of Child For Whom Support Was Received	Annual Amount of Benefits Received In 2015
Total Amount of Child Support Received		\$

**3. Housing, food, and other living allowances paid to members of the military, clergy, and others**

Include cash payments and/or the cash value of benefits received.

**Do not include** the value of on-base military housing or the value of a basic military allowance for housing.

Name of Recipient	Type of Benefit Received	Annual Amount of Benefits Received in 2015
Total Amount of Benefits Received		\$

**4. Veterans non-education benefits**

List the total amount of veterans non-education benefits received in 2015. Include Disability, Death Pension, Dependency and Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances.

**Do not include** federal veterans educational benefits such as: Post-9/11 GI Bill, Montgomery GI Bill, Dependents Education Assistance Program, VEAP Benefits

Name of Recipient	Type of Veterans Non-education Benefit Received	Annual Amount of Benefits Received in 2015
Total Amount of Benefits Received		\$

**5. Other untaxed income**

List the amount of other untaxed income not reported and not excluded elsewhere on this form. Include untaxed income such as workers' compensation, disability benefits, Black Lung Benefits, untaxed portions of health savings accounts from IRS Form 1040 Line 25, Railroad Retirement Benefits, etc.

**Do not include** any items reported or excluded in A – D above. In addition, do not include extended foster care benefits, student aid, Earned Income Credit, Additional Child Tax Credit, Temporary Assistance to Needy Families (TANF), untaxed Social Security benefits, Supplemental Security Income (SSI), Workforce Innovation and Opportunity Act (WIOA) educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion, or credit for federal tax on special fuels.

Name of Recipient	Type of Other Untaxed Income	Annual Amount of Other Untaxed Income Received in 2015
Total Amount of Other Untaxed Income		\$

**6. Money received or paid on the student's behalf**

List any money received or paid on the student's behalf (e.g., payment of student's bills) and not reported elsewhere on this form. Enter the total amount of cash support the student received in 2015. Include support from a parent whose information was not reported on the student's 2016–2017 FAFSA, but do not include support from a parent whose information was reported. For example, if someone is paying rent, utility bills, etc., for the student or gives cash, gift cards, etc., include the amount of that person's contributions **unless the person is the student's parent whose information is reported on the student's 2016–2017 FAFSA**. Amounts paid on the student's behalf also include any distributions to the student from a 529 plan owned by someone other than the student or the student's parents, such as grandparents, aunts, and uncles of the student.

Purpose: e.g., Cash, Rent, Books	Source	Annual Amount Received in 2015
Total Amount Received		\$

## SECTION H: CERTIFICATIONS AND SIGNATURES

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

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

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

\_\_\_\_\_  
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.***