



## Verification Worksheet – Dependent V5

Academic Year 2023-2024

Your 2023–2024 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 institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

**Return this completed form to:**

Office of Financial Aid & Scholarships  
University of Minnesota Crookston  
4 Hill Hall  
2900 University Ave  
Crookston MN 56716

**Questions?**

Ph: 218-281-8550  
[umc-fa@umn.edu](mailto:umc-fa@umn.edu)

Student Information		
Full Name	Birthdate	Social Security Number
Address (street, or PO box, city, state, ZIP)		
Student ID Number	Contact Phone Number	UMC Email
Identity and Statement of Educational Purpose – <b>** This section is to be completed at Crookston or with a notary public. **</b>		
<p><b>If you are unable to appear in person at University of Minnesota Crookston to verify your identity, you must provide:</b></p> <p>(a) A copy of the valid government-issued photo identification (ID), such as but not limited to a driver’s license, other state- issued ID, or passport; and</p> <p>(b) The original notarized Statement of Educational Purpose provided below.</p> <p><b>Statement of Educational Purpose</b> - I certify that I _____ am the individual signing this 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 <u>University of Minnesota Crookston</u> for 2023-2024.</p> <p>Signature _____ Student ID Number _____ Date _____</p>		
<p><b>Notary’s Certificate of Acknowledgement</b></p> <p>Notary Printed Name _____ Notary Signature _____ Date _____</p> <p>Notary Stamp/Seal: _____ My Commission expires on _____</p>		

## Family Information

List below the people in the parents' household. Include:

- **Yourself.**
- **Your parent(s)** (including a stepparent) even you don't live with the parents.
- **Your parents' other children** if they will provide more than half of their support from July 1, 2023, through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023–2024. 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 the parents** and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2024.

For any household member, excluding the parents, who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2023, and June 30, 2024, include the name of the college.

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

First and Last Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>		

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

## Student Information – please check one box below

**IRS Data Retrieval Tool (DRT)** – If you used the Link to IRS when you completed the FAFSA, check this box. If you had the option to link and didn't, you can go back to FAFSA.ed.gov, log in, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form and Link to the IRS.

**IRS Tax Return Transcript or Signed 1040 Tax Return, including schedules 1, 2, and 3 if filed - Attached**  
See instructions on requesting the IRS transcript below.

**Nontax Filers**  
You have not filed a 2021 Federal Income Tax Return. List your employer(s) and 2021 income on the table below. **Attach a copy of your W-2(s).**

Employer's Name	2021 Amount Earned	W-2 Attached
	\$	
	\$	

**I did not work in 2021**

**Parent Financial Information – Please check one box below.**

<input type="checkbox"/>	<p><b>IRS Data Retrieval Tool (DRT)</b> – If you used the Link to IRS when you completed the FAFSA, check this box. If you had the option to link and didn't, you can go back to FAFSA.ed.gov, log in, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form and Link to the IRS.</p>									
<input type="checkbox"/>	<p><b>IRS Tax Return Transcript or Signed 1040 Tax Return, including schedules 1, 2, and 3 if filed – Attached</b> See instructions on requesting the IRS transcript below.</p>									
<input type="checkbox"/>	<p><b>Nontax Filers</b> You have not filed a 2021 Federal Income Tax Return. List your employer(s) and 2021 income on the table below. <b>Attach a copy of your W-2(s).</b></p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; width: 60%;"> <thead> <tr> <th style="width: 40%;">Employer's Name</th> <th style="width: 20%;">2021 Amount Earned</th> <th style="width: 40%;">W-2 Attached</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td style="text-align: center;">\$</td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td style="text-align: center;">\$</td> <td></td> </tr> </tbody> </table> <p><input type="checkbox"/> <b>I did not work in 2021</b> (you must still attach a verification of non-filing letter from the IRS).</p> <p><b>Verification of Non-filing Letter - Attached</b> Whether or not you worked and had earnings in 2021, if you did not file taxes, we need a verification of non-filing letter from the IRS. See instructions on requesting the letter below.</p>	Employer's Name	2021 Amount Earned	W-2 Attached		\$			\$	
Employer's Name	2021 Amount Earned	W-2 Attached								
	\$									
	\$									

**How to request a copy of your IRS Tax Return Transcript:**  
**Get Transcript by MAIL:** go to [www.irs.gov](http://www.irs.gov) and click "Get Your Tax Record." Click "Get Transcript by MAIL." Make sure to request IRS Tax Return Transcript and **NOT** IRS Tax Account Transcript.  
**Get Transcript ONLINE:** go to [www.irs.gov](http://www.irs.gov) and click "Get Your Tax Record." Click "Get Transcript ONLINE." You will need to create an account by selecting "Create Account."  
**Automated Phone Request:** 1-800-908-9946  
**Paper Request Form:** IRS Form 4506-T

**How to request a verification of Non-filing letter:**  
 Go to [www.irs.gov](http://www.irs.gov) and click "Get Your Tax Record." On the next page, under Related Forms, click on "About Form 4506-T." On the next page, under Current Products, click on "Form 4506-T." Complete the top portion of the form, and be sure to check box 7 "Verification of Nonfiling." You must check the box in the signature area to acknowledge you have the authority to sign and request the information. Sign the form. Mail or fax the form to the appropriate IRS location in the table labeled "Chart for all other Transcripts," based on your address on 12/30/2021. You will receive a confirmation letter of non-tax filing from the IRS. Write your name, and student's name and ID at the top of the letter, and submit it to our office.

<b>Certifications and Signatures</b>	
<p><b>You (and your parent) are required to sign and date this certification section.</b> Signatures must be hand-signed in blue or black ink. By signing this form, I/we certify that all the information I/we have reported on this form to qualify for federal student aid is complete and correct.</p>	
Student Signature	Date
Parent Signature	Date