

2018-2019 DEPENDENT Verification Form

South Dakota Public Higher Education

Black Hills State University ♦ Dakota State University ♦ Northern State University
South Dakota School of Mines & Technology ♦ South Dakota State University ♦ The University of South Dakota

Send all paperwork to:	
Enrollment Service Center (ESC) 414 East Clark St SL30 Vermillion, SD 57069-2390	FAX: (605) 677-6828 Phone: (605) 658-6160 or (800) 404-1547 E-mail: ESCFinAid@usd.edu

1. Student Information:

Last Name	First Name	M.I.	Student ID # or Social Security #
			()
Address (include Apt No.)			Phone Number
City	State	Zip	E-mail

2. Please identify the people in your parents' household, include yourself and your parent(s):

- If your parent is remarried, include your step-parent.
- If your parents support other people and will continue to provide more than half of their support between July 1, 2018 and June 30, 2019 (such as their other children), include them in the household.
- If your parents' other children would be required to provide parental information when completing the FAFSA, include them in the household.

Name	Age	Relationship
		STUDENT/SELF

3. Please identify the people listed in the above household who will be attending college at least half-time between July 1, 2018 and June 30, 2019 and be in a degree or certificate program.

Name	Name of College/Postsecondary School
STUDENT/SELF	

4. Refer to the enclosed sheet for detailed instructions regarding tax information requested, then complete and sign the back of this form.

5. Student: Did you file a 2016 U.S. Federal Tax Return?

If YES:

Choose One

- I successfully used the Link to IRS on _____ (date).
- Attached is my 2016 IRS Tax Return Transcript.
- I have ordered a 2016 IRS Tax Return Transcript and will submit it when it is received.

If NO:

Choose One

- I did not earn income during 2016 and I am not required to file a 2016 Federal Tax Return.
- I am not required to file a 2016 Federal Tax Return but did earn income during 2016. **Attached** are my 2016 W-2s (or my 2016 IRS Wage and Income Transcript).

NON-FILERS ONLY List the Names of ALL the Student's Employers	Enter the Amount Earned from each Employer in 2016	W-2 Attached? (circle one)	
		Yes	No
		Yes	No
		Yes	No

6. Parent: Did you file a 2016 U.S. Federal Tax Return?

If YES:

Choose One

- I successfully used the Link to IRS on _____ (date).
- Attached is my 2016 IRS Tax Return Transcript.
- I have ordered a 2016 IRS Tax Return Transcript and will submit it when it is received.

If NO:

Choose One

- I did not earn income during 2016 and am not required to file a 2016 Federal tax return. **Attached** is my IRS Verification of Non-filing letter.
- I am not required to file a 2016 Federal Tax Return but did earn income during 2016. **Attached** are my 2016 W-2s (or my 2016 IRS Wage and Income Transcript) AND my IRS Verification of Non-filing Letter.

NON-FILERS ONLY List the Names of ALL the Parent's (and spouse's) Employers	Enter the Amount Earned from each Employer in 2016	W-2 Attached? (circle one)	
		Yes	No
		Yes	No
		Yes	No

7. Certification of signatures: **SENDING WITHOUT SIGNATURES WILL DELAY THE FINANCIAL AID PROCESS.**

By signing this worksheet, we certify that all information reported on this form to qualify for Federal aid is complete and correct.

Student_____
Date_____
Parent_____
Date

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

Instructions for Providing Tax Documentation

Link to IRS using the IRS Data Retrieval Tool on the FAFSA:

1. Go to www.FAFSA.gov
2. Log in to your 2018-19 FAFSA
3. Select "Make FAFSA Corrections"
4. Navigate to the Financial Information section (for both the student and parent, if applicable)
5. Answer a few questions and then click "Link to IRS" to transfer 2016 IRS income tax information into your FAFSA.
6. Successfully transferring your tax information using the IRS Data Retrieval Tool returns you to your FAFSA.
7. You must re-sign the FAFSA and submit the updated information.

Please Note: If you filed an amended return in 2016, you will also need to submit a **signed** copy of your IRS Form 1040X.

If you are unable to use the Link to IRS

Some students and parents may be unable to use the IRS Data Retrieval Tool. Examples of these situations include: (1) Your marital status changed after December 31, 2016, (2) You filed your tax return as "married filing separately" and indicated a status of "married/re-married" when completing the FAFSA, and (3) You filed a foreign tax return.

If you are unable to use the IRS Data Retrieval Tool, you can contact the IRS directly for the below items (if needed):

- 2016 IRS Tax Return Transcript
 - If you filed an amended return in 2016 you will also need to submit a **signed** copy of your IRS Form 1040X.
- 2016 Wage and Income Transcript
- 2016 IRS Verification of Non-filing Letter (dated 10/1/17 or after)

Choose **one** of the following options:

- Go to <http://www.irs.gov/transcript>.
 - Click "Get Transcript ONLINE" to register, then print or download your transcript immediately.
 - Click "Get Transcript by MAIL" to receive your transcript in 5 to 10 calendar days.
- Call 1-800-908-9946 to order a transcript be mailed to you.
- Submit a Form 4506-T, Request for Transcript of Tax Return to the IRS via fax or mail to order a transcript be mailed to you.
- You may be able to go directly to your local IRS office for an in-person request. You may have to call to make an appointment to obtain a transcript in person. To find a listing of IRS offices in your area, go to: <http://www.irs.gov/uac/Contact-Your-Local-IRS-Office-1>.

Send all documents to:

Enrollment Service Center
414 E Clark St SL30
Vermillion SD 57069
Fax #: 605-677-6828
Email: ESCFinAid@usd.edu