

Your 2022–2023 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Before awarding financial aid, we may ask you to confirm the information you and your spouse (if married) reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. **If you are selected for verification, you will not receive a financial aid award until the verification is completed.**

### A. Student Information

<b>Student Name:</b>	
<b>Student ID #:</b>	
<b>Social Security #:</b>	
<b>Date of Birth:</b>	
<b>Address:</b>	
<b>Phone #:</b>	
<b>Email:</b>	<b>@bismarckstate.edu</b>

### B. Family Information

Full Name	Age
<p>Write the names of the people in your household in the chart below.</p> <ol style="list-style-type: none"> <li>1. Include yourself.</li> <li>2. Include your spouse if you are married.</li> <li>3. Include your children and your spouse’s children, if you or your spouse will provide more than half of their support between July 1, 2022, and June 30, 2023, even if they do not live with you.</li> <li>4. Include other dependents if they now live with you, you provide more than half of their support and you will continue to provide more than half of their support through June 30, 2023.</li> </ol>	<p>Write the age of each household member in the chart below.</p>
	<b>Relationship</b>
	Write the relationship of each household member to the student in the chart below.
	<b>College</b>
	List the name of the college/university for any household member who will be enrolled at least half time (usually 6 or more credits) between July 1, 2022, and June 30, 2023. List only those who are enrolled in a degree, diploma or certificate program at an eligible post-secondary institution

Full Name	Age	Relationship	Attending College	College/University
		Self	Yes/No	BSC
			Yes/No	
			Yes/No	
			Yes/No	
			Yes/No	
			Yes/No	

\*\*If more space is needed, please write information on back of this form

**C. Student (and Spouse, if married) 2020 Tax Filing Status**

**STUDENT/SPOUSE** *(If Married)*

**If you Filed 2020 Taxes with IRS (Select one box only):**

- I/We used the IRS data retrieval tool on my FAFSA
- I/We did not use the IRS date retrieval tool initially but have now made corrections to my FAFSA using that process.  
**Date Correction Made to FAFSA:** \_\_\_\_\_
- I/We have included an official 2020 IRS Tax Return Transcript or **Signed** copy of 2020 Income Tax Return (1040 & schedule 1, 2 and/or 3) with the worksheet.  
*\*\*If filing status of married filing separate, include both student and spouses 2020 IRS Tax Return Transcript or Signed copy of 2020 Income Tax Return*  
*\*\*If married after 2020 tax filing year, include both student and spouse 2020 IRS Tax Return Transcript or signed copy of 2020 Income Tax Return*
- I/We filed Amended Taxes and have include the following items with this worksheet:
  - 2020 **Signed** 1040X
  - 2020 IRS Tax Return Transcript or **Signed** copy of 2020 Income Tax Return (1040 & schedule 1, 2 and/or 3)

**If you DID NOT FILE 2020 Taxes with IRS (Select one box only):**

- Student** was not employed and did not have income and am not required to file 2020 Tax Return. Student has Included with form 2020 IRS Non-Tax Filing Letter. *\*See last page of form for Non-Tax Filing Letter directions.*
- Student** was employed and had income, but am not required to file a 2020 Tax Return (**complete form below and attached W-2's**). Student has included with form 2020 IRS Non-Tax Filing Letter.  
*\*See last page of form for Non-Tax Filing Letter directions.*
- Spouse** was not employed and did not have income and not required to file 2020 Tax Return. Spouse has included with form 2020 IRS Non-Tax Filing Letter.  
*\*See last page of form for Non-Tax Filing Letter directions.*
- Spouse** was employed and had income, but not required to file a 2020 Tax Return (**complete form below and attach W-2's**). Spouse has included with form 2020 IRS Non-Tax Filing Letter.  
*\*See last page of form for Non-Tax Filing Letter directions.*

Employer	Amount Earned 2020
	\$
	\$
	\$
	\$

2020 Federal Income Tax Filing Requirements	
For most people, a tax return must be filed with the IRS if their 2020 income was at least:	
<b>Single</b>	<b>\$12,400 Gross Income</b>
<b>Married – filing joint return</b>	<b>\$24,800 Gross Income</b>
<b>Married – filing separately</b>	<b>\$5 Gross Income</b>
<b>Head of Household</b>	<b>\$18,650 Gross Income</b>
<b>Qualifying widow(er) with dependent</b>	<b>\$24,800 Gross Income</b>
Tax filing requirements may be found in the IRS Form 1040 instruction book. The amounts listed are for individuals under the age of 65. See <a href="http://www.irs.gov">www.irs.gov</a> for additional information	

Student Name: \_\_\_\_\_

**D. Student/Spouse (if married) Additional Financial Information**

1. In 2020 did you (and/or spouse, if married) Receive child support because of divorce, separation, or legal requirements?  Yes (complete chart below)  No
2. In 2020 did you (and/or spouse, if married) Pay child support because of divorce, separation, or legal requirements?  Yes (complete chart below)  No

**\*\*If yes to questions 2 and/or 3, please complete the form and attach proof of child support Received/Paid for 2020 (Child Support Enforcement Printout)**

Name of Person Who <i>Paid</i> Child Support	Name of Person Who <i>Received</i> Child Support	Name of Child for Whom Child Support was Paid	Age of Child for Whom Child Support was Paid	Amount of Child Support <i>Paid</i> in 2020	Amount of Child Support <i>Received</i> in 2020
				\$	\$
				\$	\$

*\*\*If more space is needed, please write information on the back of this form*

**E: Signatures:**

*I certify that all the information reported on this worksheet is complete and correct.*

**\*Requires physical signature. Unsigned forms or those with digital /electronic/typed signatures will be returned.**

<b>Student Signature:</b>	<b>Date:</b>
<b>Spouse Signature:</b> (If applicable)	<b>Date:</b>

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

**Bismarck State College Financial Aid Office**  
Mail: PO Box 5587, Bismarck, ND 58506  
Drop Off: 1500 Edwards Ave, Schafer Hall, Room 138  
Email: [bsc.financialaid@bismarckstate.edu](mailto:bsc.financialaid@bismarckstate.edu)  
Fax: 701-224-2402  
Phone: 701-224-5494

# How to get IRS Non-Tax Filing Letter or IRS Tax Return Transcripts

Please see directions below only if you, parent(s) or spouse need to request IRS Non-tax filing letter and/or IRS Tax Return Transcripts.

## IRS Non-Tax Filer Direction:

### Filling out the 4506- T form:

1. Print and fill out the 4506 –T form: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
2. Complete 1a through 4 with Name and address
3. Make sure that box 7 “Verification of Non-filing” is **checked**
4. Box 9, Year or Period request write in 12/31/2020
5. Make sure to check the box that says, “Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T.”
6. Sign the bottom of the 4506-T form
7. Mail or fax the form to the appropriate IRS RAIVS Team location based upon where you lived on 12/31/2020 (Information can be found on the second page of the 4506-T form. Our office recommends faxing and mailing the form. Our office recommends you fax and email the form)

**\*\*Note: When submitting IRS 4506-T form to the IRS the form must be submitted with no errors. If anything is crossed out, whited out or additional notes written on page the IRS will not review. If you make an error, please print off new 4506-T form and complete.**

### Confirmation Letter:

Once you mail the completed 4506-T form in, you should receive a confirmation letter of Non-Tax Filing form from the IRS (this takes roughly 10-14 business days). Once received, write student’s name and student ID number on the Non-Tax Filing letter and mail the letter to the Bismarck State College Financial Aid Office.

## 2020 IRS Tax Return Transcript Directions:

- **ONLINE PDF REQUEST** - Available on the IRS Web site at [www.irs.gov](http://www.irs.gov)  
Select “**View your Account**” and on left hand side select “**Tax Record (transcript)**” then click “**Get Transcript ONLINE**”. Next you will need to create an Account (*will require you to have either a personal loan and/or credit card - debit/credit cards no do not work and will also require a cell phone number in your name*). Click “Continue” and answer questions. In the **Type of Transcript** field, select “**Return Transcript**” and in the **Tax Year** field, select the year (2020), and click Print. If you filed an amended return (1040X) after your original return, print “Tax Return Transcript” and “Account Transcript”.
- **ONLINE MAIL REQUEST** - Available on the IRS Web site at [www.irs.gov](http://www.irs.gov)  
Select “**View Your Account**” and on left hand side select “**Tax Record (transcript)**” then click “**Get Transcript by Mail**”. Click “OK” and enter the personal identifiers of the filer. In the **Type of Transcript** field, select “Return Transcript” and in the **Tax Year** field, select the year (2020). If you filed an amended return (1040X) after your original return, print “Tax Return Transcript” and “Account Transcript”.
- **IRS TELEPHONE REQUEST** - Available from the IRS by calling 1-800-908-9946.
  - Follow prompts to enter personal information
  - Select Option 3 (ordering both Return and Account transcripts)
  - Enter Year that you are requesting

**\*\*Note: When requesting the transcript, it is important that the address you use is the same as on your last Federal Tax Return, unless you have recently done a change of address with the IRS.**