

#### A. STUDENT INFORMATION

<b>Student ID #</b>		<b>Date of Birth</b>	
<b>Last Name</b>		<b>Phone Number</b>	
<b>First Name</b>		<b>Student Email</b>	

**Note:** Use student's legal name, not nicknames (i.e. Robert- not Bobby, Bob, Robby, or Rob)

READ: Before you begin...

Your 2025-2026 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states before awarding Federal Student 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 will compare your FAFSA with the information on this worksheet and with other required documents. If there are differences between your application and your financial documents, Williston State College will submit corrections electronically to the Federal Processor. You will receive email confirmation from the Department of Education if changes to your FAFSA are processed. We may request additional information. If you have verification questions, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed. Our school must review the requested information, under the financial aid program rules 34 CFR, Part 668 – Subpart E.

**All sections must be completed for processing. Financial aid cannot be accepted or disbursed until verification is complete.**

- *The Verification process can take one to two weeks. We suggest that you submit all information by one of the methods listed on the last page WITHIN 2 WEEKS.*
- *DO NOT make any changes to the FAFSA while in the Verification process.*
- ***If any of the sections of this worksheet are left blank or any WET signatures are missing, this worksheet will be returned for completion, thereby delaying the processing of your financial aid.***
- *Thank you for your cooperation and prompt response.*

#### B. FAMILY SIZE INFORMATION

Full Name		
Family Size – Include the following: <ol style="list-style-type: none"> <li>1. The student.</li> <li>2. The student's spouse if you are married.</li> <li>3. Students dependent children if the following are true:               <ul style="list-style-type: none"> <li>○ They live with the student (or live apart because of college enrollment);</li> <li>○ They receive more than half of their support from the student; and</li> <li>○ They will continue to receive more than half their support from the student during the award year.</li> </ul> </li> <li>4. Other persons if the following are true:               <ul style="list-style-type: none"> <li>○ They live with the student;</li> <li>○ They receive more than half of their support from the student; and</li> <li>○ They will continue to receive more than half their support from the student during the award year.</li> </ul> </li> <li>5. The student should not include any unborn children in the family size.</li> </ol>		
Full Name	Age	Relationship
		SELF

(Attach another sheet if additional space is needed.)

## C. 2023 STUDENT TAX RETURN INFORMATION

### 1. Did you (the student) file a 2023 Federal Tax Return?

- ☐ YES I filed. While completing the FAFSA, if you consented and the FA-DDX pulled over your Federal Tax Information, no additional tax documents are needed.
- ☐ YES I filed and unable to use the FAFSA's FA-DDX to transfer my income information. **Attach the following:**
- 2023 Federal Tax Return (signed) AND all applicable Schedules (1-3) OR IRS Tax Return Transcript\*.
  - Include W2\* if filed married-joint in 2023 and now divorced or separated or widowed from that person.
  - If amended, include 2023 IRS Form 1040X.
- ☐ I will, but have yet to complete my 2023 Federal Tax Return
- ☐ No, I was NOT employed and had no income earned from work in 2023 and did not, will not, and not required to file a 2023 income tax return with the IRS.
- ☐ No, was employed in 2023 and I did not, will not, and not required to file a 2023 income tax return with the IRS (Must Complete Section E).

## D. 2023 SPOUSE TAX RETURN INFORMATION

**SPOUSE INFORMATION** (if applicable); If spouse was required to create an FSA ID on the student's FAFSA and give their consent, provide tax information, and sign/submit complete this section.

Spouse Name: \_\_\_\_\_

### 1. Did Spouse file a 2023 Federal Tax Return?

- ☐ YES I filed. While completing the FAFSA, if you consented and the FA-DDX pulled over your Federal Tax Information, no additional tax documents are needed.
- ☐ YES I filed and unable to use the FAFSA's FA-DDX to transfer my income information. **Attach the following:**
- 2023 Federal Tax Return (signed) AND all applicable Schedules (1-3) OR IRS Tax Return Transcript\*.
  - Include W2\* if filed married-joint in 2023 and now divorced or separated or widowed from that person.
  - If amended, include 2023 IRS Form 1040X.
- ☐ I will, but have yet to complete my 2023 Federal Tax Return
- ☐ No, I was NOT employed and had no income earned from work in 2023 and did not, will not, and not required to file a 2023 income tax return with the IRS.
- No, I was employed in 2023 and I did not, will not, and not required to file a 2023 income tax return with the IRS (Must Complete Section E).

## E. TAX RETURN NON-FILERS ONLY

**Complete** the table in this section if you, the student and/or parent 1 and/or parent 2 will not file and are not required to file a 2023 income tax return with the IRS but were employed and earned income. List every employer, even if the employer did not issue a W-2 form.

Income Earned from Work: Use the W-2 or other earnings statements (Non-tax filers only)				
Employer(s) Name	Student 2023 Amount Earned from Work	Spouse 2023 Amount Earned from Work	IRS W-2* Attached	IRS Verification of Non-Filing of Non-Filing (dated on or after 10-1-2024)* Attached
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>

(Attach another sheet if additional space is needed.)

## F. HOW TO OBTAIN 2023 FEDERAL TAX DOCUMENTS

**\*IRS Return Transcripts | Verification Non-filing letter | W2 copy** can be requested online or by mail at:

<https://www.irs.gov/individuals/get-transcript> by phone at 1-800-908-9946, or by completing an IRS Form 4506-T  
<https://www.irs.gov/pub/irs-pdf/f4506t.pdf> (Year requested - 12/31/2023)

**\*\***If a W-2/Verification of Non-Filing Letter is unavailable, attach a statement signed and dated by the student/spouse explaining why the W-2 and/or Non-Filing Letter is unavailable and cannot be provided in a timely manner.

## G. CERTIFYING SIGNATURES

Each person signing below certifies that all the information reported is complete and correct. Each person also understands that if any of the information reported on this form is inconsistent with what has been reported on the FAFSAS, additional documentation may be required. **WET SIGNATURE REQUIRED (Electronic signatures will not be accepted).**

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

\_\_\_\_\_  
Student Print Name

\_\_\_\_\_  
Spouse Print Name *(if applicable)*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature *(if applicable)*

\_\_\_\_\_  
Date

TO RETURN THIS FORM:	
Upload to:	<a href="https://willistonstate.edu/admissions/Student-Financial-Aid/Financial-Aid-Forms/">https://willistonstate.edu/admissions/Student-Financial-Aid/Financial-Aid-Forms/</a> Select 'Secure File Drop.'
Mail to:	Williston State College Attn: Financial Aid Office 1410 University Ave. Williston, ND 58801
In Person:	Student Services (Rm. 105) – Located in Stevens Hall Williston State College 1410 University Ave. Williston, ND 58801
Questions:	<b>Call:</b> 701-774-4248 <b>Email:</b> <a href="mailto:wsc.financialaid@willistonstate.edu">wsc.financialaid@willistonstate.edu</a>