



OFFICE OF FINANCIAL AID

3315 University Drive, Building 69
Bismarck, North Dakota 58504
financialaid@uttc.edu
Phone: 701.255.3285
Fax: 701-530-0611

2021-2022 Verification Worksheet for Independent Student – Form 5 (VWI5)

Student Social Security Number *or* Student ID Number: _____

Student Name: _____ Phone Number: _____

Form must be completed in blue or black ink. Failure to accurately complete this form may result in a delay of processing or change of financial aid eligibility. Additional documentation may be requested. Read instructions carefully before completing.

Section 1: High School Completion Status

Please submit documentation to verify you have completed a high school education. Acceptable documentation can include:

- A high school diploma or a copy of an official high school transcript. Transcripts must verify graduation completion date
- GED certificate or transcript
- A transcript that indicates that you have successfully completed at least a two-year program that is acceptable for full credit towards a bachelor’s degree at any participating school
- Home school credential or transcript
- If high school completed in foreign country, a copy of the “secondary school leaving certificate” or similar document. If a foreign High School transcript is provided it must be translated and evaluated. For a list of qualified service providers, please visit www.naces.org/members.

Type of documentation submitted: _____

Designated institutional official: _____
(School official’s printed name)

Section 2: Identity

MUST BE COMPLETED & SIGNED AT THE FINANCIAL AID OFFICE

If unable to appear in person at the Financial Aid Office, you must complete this section with a notary

You must appear in person at _____ Financial Aid Office to verify your
(Name of institution)

identity by presenting a valid unexpired government-issued photo identification (ID), such as, but not limited to, a driver’s license, other state-issued ID, or passport. The institution will maintain a copy of your photo ID.

Type of documentation submitted: _____

Designated institutional official: _____
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Section 3: Statement of Educational Purpose

MUST BE COMPLETED & SIGNED AT THE FINANCIAL AID OFFICE

If unable to appear in person at the Financial Aid Office, you must complete this section with a notary

In addition, you must sign, in the presence of the institutional official, the following:

I certify that I _____ am the individual signing this Statement of Educational
(Student's printed name)
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 _____ for 2021-2022.
(Name of institution)

Student Signature: _____ Date: _____

Notary Section Instructions: Please Read

This section should only be completed if you are unable to appear in person at the institution with a designated official. This form (the original on which the seal is visible) should be mailed to the Financial Aid Office at your institution along with the copy of the government-issued identification and high school documentation.

Notary's Certificate of Acknowledgement

State of _____ City/County of _____

On _____, before me _____
(Date) (Notary's name)

Personally appeared _____ and proved to me on the basis of
(Printed name of signer)

Satisfactory evidence of Identification _____ to be the above-named
(Type of unexpired government-issued ID provided)

Person who signed the foregoing instrument.

My commission expires on _____, 20_____

Notary (Print): _____

Notary (Signature): _____

(Seal)



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Section 5: Income Information

TAX FILERS:

- **If you and your spouse filed a 2019 Federal Income Tax Return**, you must either give the Internal Revenue Service (IRS) permission to transfer all 2019 tax information directly to the FAFSA through the IRS Data Retrieval Tool, or submit a 2019 Federal Tax Return Transcript, or a signed copy of the 2019 Federal Tax Return (including schedules). If you and your spouse did not file 2019 taxes jointly, both you and your spouse should submit a Tax Return Transcript.
- **To obtain an IRS Federal Tax Return Transcript**, you may go to <https://www.irs.gov/individuals/get-transcript> and click on “Get a Transcript Online” or “Get a Transcript by Mail” or call 1-800-908-9946. Be sure to order the IRS Tax “Return” Transcript.

NON-TAX FILERS:

- **If you and/or your spouse did not file a 2019 Federal Income Tax Return**, you are required to submit a Statement of Non-Filing and all 2019 W2s. To receive a 2019 Statement of Non-Filing, go to <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> complete form 4506-T with **Box 7** checked. If you are unable to obtain the Statement of Non-Filing, please contact the Financial Aid Office.
- If you (the student) or your spouse are not able to locate your 2019 W2s, you can request to receive your Wage and Income Statement by checking **Box 8** on the 4506-T.

2019 Tax Filing Status: <i>Only select one option for each individual</i>	Student	Spouse
1. Has used or plans to use the IRS Data Retrieval Tool to transfer tax information electronically on FAFSA, or has plans to submit a copy of their 2019 IRS Federal Tax Return Transcripts or signed 2019 IRS Federal Return.	<input type="radio"/>	<input type="radio"/>
2. Had income earned from work in 2019 as listed below, but has not filed and was not required to file a tax return and already has or plans to submit all 2019 W2's. If this box is selected; 2019 wage information must be completed below.	<input type="radio"/>	<input type="radio"/>
3. Had no income, will not file, and was not required to file, a 2019 IRS Income Tax Return.	<input type="radio"/>	<input type="radio"/>

2019 Wage Information (Only Non-Filers)

*Only complete wage information for each person who selected **Option 2** in the previous chart.*

Non-Tax Filer	Name of Employer	2019 Income Earned
Student		\$
		\$
Spouse		\$
		\$

Student Signature: _____ Date: _____

The individual signing certifies the information reported is complete and accurate.