



OFFICE OF FINANCIAL AID

3315 University Drive | Bismarck, ND 58504  
financialaid@uttc.edu  
Phone: 701-2211852  
Fax: 701-530-0611

Secure File Drop: <https://sendfiles.uttc.edu/filedrop/FinancialAid>

**2021-2022 Verification Worksheet for Dependent Student – Form 5 (VWD5)**

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](http://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: \_\_\_\_\_  
(School official’s printed name)



**OFFICE OF FINANCIAL AID**

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

Student Social Security Number *or* Student ID Number: \_\_\_\_\_

**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)





OFFICE OF FINANCIAL AID

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

Student Social Security Number *or* Student ID Number: \_\_\_\_\_

**Section 5: Income Information**

**TAX FILERS:**

- **If you and/or your parent(s) 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 there are two parents listed on your FAFSA and they did not file 2019 taxes jointly,both parents listed on the FAFSA should submit a Tax Return Transcript or Tax Return*
- **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 your parent(s) did not file a 2019 Federal Income Tax Return**, they are required to submit a Statement of Non-Filing and all 2019 W2s. To obtain a 2019 Statement of Non-Filing, go to <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> and complete Form 4506-T with **Box 7** checked. If you are unable to obtain the Verification of Non- Filing, please contact the Financial Aid Office.

<b>2019 Tax Filing Status: Only select one option for each individual</b>	Student	Parent
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 <b>2019 IRS Federal Tax Return Transcripts or signed 2019 IRS Federal Return.</b>	<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. <b>If this box is selected; 2019 wage information must be completed below.</b>	<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 **Option2** in the previous chart.*

Non-Tax Filer	Name of Employer	2019 Income Earned
<b>Student</b>		\$
		\$
<b>Parent</b>		\$
		\$

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Each person signing certifies the information reported is complete and accurate. The student and one parent whose information was reported on the FAFSA must sign and date