



# DEPENDENT VERIFICATION WORKSHEET - V5 2024-2025

## FEDERAL STUDENT AID PROGRAMS

SEND ALL PAPERWORK TO:

**Southeast Technical College**  
Office of Financial Aid  
2320 N Career Ave  
Sioux Falls, SD 57107

**Fax:** 605-367-8305  
**Phone:** 605-367-7867  
**Email:** financialaid@southeasttech.edu

### A. Student Information

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

### B. Please identify the people in your parents' household, include your self and your parent(s):

Number in Household on FAFSA: \_\_\_\_\_ Please list those people in this section.

- If your parent is remarried, include your stepparent.
- If your parents support other people and will continue to provide more than half of their support between July 1, 2024, and June 30, 2025 (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 (First & Last)	Age	Relationship
		Student/Self

### C. Please identify the people listed in the above household who will be attending college at least half-time between July 1, 2024, and June 30, 2025, and will be in a degree or certificate program.

Number in College on FAFSA: \_\_\_\_\_ Please list those people in this section.

Name	Name of College/Postsecondary School
Student/Self	Southeast Technical College

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

**E. Student: Did you file a 2022 U.S. Federal Tax Return?**

**IF YES:**

Choose One

- I successfully used the Link to IRS tax information.
- Attached is a copy of my 2022 Federal tax return (signed) OR 2022 IRS Tax Return Transcript.
- I have ordered my 2022 IRS Tax Return Transcript and will submit it when it is received

**IF NO:**

Choose One

- I did not earn income during 2022 and I was not required to file a 2022 Federal Tax Return.
- I was not required to file a 2022 Federal Tax Return but did earn income during 2022. Attached are my 2022 W-2s OR my 2022 IRS Wage and Income Transcript.

NON-FILERS ONLY List the Names of ALL Employers	Enter the Amount Earned from each Employer in 2022	W-2 Attached? (circle one)
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

**F. Parent(s): Did you file a 2022 U.S. Federal Tax Return?**

**IF YES:**

Choose One

- I successfully used the Link to IRS tax information.
- Attached is a copy of my 2022 Federal tax return (signed) OR 2022 IRS Tax Return Transcript.
- I have ordered my 2022 IRS Tax Return Transcript and will submit it when it is received

**IF NO:**

Choose One

- I did not earn income during 2022 and I was not required to file a 2022 Federal Tax Return.
- I was not required to file a 2022 Federal Tax Return but did earn income during 2022. Attached are my 2022 W-2s OR my 2022 IRS Wage and Income Transcript.

NON-FILERS ONLY List the Names of ALL Employers	Enter the Amount Earned from each Employer in 2022	W-2 Attached? (circle one)
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

**G. Documentation of Identity/Statement of Educational Purpose**

This section must be completed either in the presence of Financial Aid Staff or Public Notary.

In order to complete the verification process, you will need to appear in person at Southeast Technical College and present your government issued ID (such as a driver’s license, military ID, passport) and this verification worksheet to an institutionally authorized Financial Aid staff member. The Financial Aid staff member must validate the statement below at the time of submission by maintaining a copy of your photo ID and by providing a signature and date.

**Statement of Educational Purpose**

I certify that I, \_\_\_\_\_ am the individual signing this Statement of Educational 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 Southeast Technical College for 2024-2025.

(Print Student's Name)

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Aid Staff’s Signature

\_\_\_\_\_  
Date

If you cannot appear in person to submit this verification worksheet, you will need to provide a copy of your government issued photo ID and this verification worksheet notarized by a public notary.

**Notary’s Certificate of Knowledge**

State of \_\_\_\_\_ City/County of \_\_\_\_\_ on \_\_\_\_\_ before

me, \_\_\_\_\_ personally appeared, \_\_\_\_\_ and provided to me on basis of

(Printed Notary's Name)

(Printed Student's Name)

satisfactory evidence of identification \_\_\_\_\_ to be the above named person who signed the foregoing instrument.

(Type of Government Issued Photo ID Provided)

**WITNESS my hand and official seal** \_\_\_\_\_

(Notary’s Signature)

\_\_\_\_\_  
(Date Commission Expires)

**(Seal)**

**H. 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.