If additional information is needed to complete verification, a letter and checklist are available to assist.

Instead of using _LD/_MD as dependent and _LP/_MP independent students, schools may use _LD/_MD to request additional information for both dependent and independent students, and use _LP/_MP to request information from students where their dependency status may be questionable (i.e., verification of independent status).

Campus Community > Checklist > Person Checklist > Checklist Management - Person

Add a new value for a specific EmplID.

Enter Aid Year in Variable Data.

Assign checklist FAVADD for additional information or FAVDST for verification of independent status.

This checklist is set up differently school to school. At some schools, when the checklist is assigned, all the associated items are also assigned and you need to delete those that aren’t appropriate.

At other schools, when the checklist is assigned, no associated checklist items are assigned; you select the appropriate checklist items to assign. A list of appropriate items is at the end of this document.

Contact Campus Solutions if your school needs to be set up differently.

Save.
Campus Community > Communications > Person Communications > Communication Management

Add a row for a specific EmplID and assign letter code _LD (Dependent)/_LP (Independent), where the _ is the character used to denote communications for your school. Using a speed key is the easiest way to do this:

Assign Administrative Function FINA.

Enter Aid Year in Variable Data.

Enter Comm Speed Key in Comm Key. The Speed Key fills in the remainder of the information for the communication.

(If you cannot see Speed Key, assign it to yourself at Set Up SACR > User Defaults, Communication Speed Keys tab)

Save.

Speed Keys:

_LD  _FVADDLT
_MD  _FVADDEM
_LP  _FVINDLR
_MP  _FVINDEM

_ is the character used to denote communications for your school.
Run Commination Generation (Comm Gen) as normal, except the last tab should be set up as indicated here. Use checklist FAVIOY/FAVIYE in place of FAVADD if using those checklists.

Complete instructions for running Communication Generation are at [http://sits.ndus.edu/sits-departments/connectnd/campus-solutions/training-documentation/#c32686](http://sits.ndus.edu/sits-departments/connectnd/campus-solutions/training-documentation/#c32686)

If you want checklist items in statuses other than “Initial” to be included on the communication, add additional Checklist Item Status rows.

To pick up both FAVADD and FAVDST checklists on the Verification Reminder letter, when processing the Verification Reminder Letter, add a Tracking Group row to the Comm Gen run control and list Tracking Group FAAPPL.

---

Set Up SACR > Common Definitions > Checklists > Checklist Item Table

Use this navigation to preview what the text on a checklist item says.

Checklist items are global and may be used by any school.

See list below of checklist items that are available to you.

Visit with Campus Solutions if you want to request a new item or a change to the text of an existing one and we can help you coordinate the change with the other campuses.
List of potentially useful checklist items:

**ACTDTY - Active Duty Form** - Complete the Active Duty/Veteran Status Form & provide a letter from your unit commander documenting your active duty status.

**ASSETS - Asset Form** - Complete the Asset Form.

**CASHST - Cash Support Received** - Documentation of Cash Support Received.

**CSPAI/D - Child Support Paid**. Please submit one of the following: 1) Copy of divorce decree or separation agreement showing the amount of child support to be provided; 2) A statement from the parent who received the support showing the amount of child support provided; or 3) Copies of all the child support checks or money or receipts for the previous calendar year.

**CSRCVD - Child Support Received**. Please submit one of the following: 1) Copy of divorce decree or separation agreement showing the amount of child support to be provided; 2) A statement from the parent who provided the support showing the amount of child support provided; or 3) Statement from County Social Services listing child support received.

**EMNOR - Emancipated Minor** Complete the Emancipated Minor Form and provide the court documentation to verify your emancipation status from your parents.

**FAATEY - 1040X Amended Tax Return (EY)** If you amended your original 2014 1040 Federal Income Tax Return, please provide a signed copy of the original IRS Federal Income Tax Return or a Tax Return Transcript (signature not required), obtained from the IRS, and a signed copy of the 1040X Amended Federal Income Tax Return. Please PRINT the student's name and student ID on the top of the form.

**FAATOY—1040X Amended Tax Return (OY)** If you amended your original 2013 1040 Federal Income Tax Return, please provide a signed copy of the original IRS Federal Income Tax Return or a Tax Return Transcript (signature not required), obtained from the IRS, and a signed copy of the 1040X Amended Federal Income Tax Return. Please PRINT the student's name and student ID# on the top of the form.

**FABXFM - Federal Benefit Form** - Federal Benefit form. Please complete the attached Federal Benefit form and return it to us.

**FASCHC - Schedule C (Form 1040)** - Provide a copy of the Schedule C.

**FASCHE - Schedule E (Form 1040)** - Schedule E (Form1040). Please provide the Schedule E for the same tax year as the Form 1040 that you provided (either via paper or IRS Data Retrieval) for verification.

**FASCHF - Schedule F (Form 1040)** - Provide a copy of the Schedule F.

**FASCHK - Schedule K-1 (Form 1065)** - Provide a copy of the Schedule K-1 (Form 1065).

**FASCE - Schedule SE (Form 1040)** - Schedule SE (Form1040). Please provide the Schedule SE for the same tax year as the Form 1040 that you provided (either via paper or IRS Data Retrieval) for verification.

**FASECD - Selective Service Card** - Selective Service card needed. Please provide a copy of the student's Selective Service card.

**FASMBS - Small Business Form** - Complete the Small Business Form

**FASOCID - Social Security Card** - Social Security card needed. Please provide a copy of the student's Social Security card.

**FATXSG - Tax Return Signature** - Signature needed. Per federal regulations, the tax return submitted for verification must be signed by one of the taxpayers, or the tax preparer must provide his name and SSN, EIN, or PTIN. Please return the enclosed form with the required signature(s) or preparer information.

**FAWKSG - Signature on Worksheet** - Signature needed on Verification Worksheet. Please provide the indicated signature(s) on the attached Verification Worksheet and return to our office.

**FMLYMB - Family Member Form** - Complete the Family Member Form for those receiving greater than 50% support from the parents.

2 November 2015
North Dakota University System
Campus Solutions – Financial Aid
Verification Additional Items Request

HMLESS - Risk of Homelessness - Complete the Risk of Homelessness Form and provide required documentation.
LEGALD - Legal Dependent Form - Complete the Legal Dependent Form to show if any support is being received from the child’s other parent.
LGLGRD - Legal Guardianship - Complete the Legal Guardianship Form and provide the court documentation to verify you were in legal guardianship status with someone other than your parents.
LOWINC - Low Income Form - Complete the Low Income Form to show how a student or parent lived on low or zero income.
PTDCSD - Pnts Dcsd/Fstr Cr/Dep-Wrd Crt - Please provide documentation verifying both parents deceased/foster care/dependent Ward of the Court.
UNTXD - Untaxed IRA/Pension Form - Complete the Untaxed IRA/Pension Form to show if an annuity on the tax form is a rollover or not.
UYTHHD - Unaccompanied Youth [HUD] - Complete the Unaccompanied Youth Form and provide the required documentation.
UYTHSC - Unaccompanied Youth [School] - Please complete the attached form and provide documentation if required.
VCOURT - Orphan/Ward of Court Document - Complete the Orphan/Ward of Court/Foster Care Form and provide the required court documentation.
VDIVDE - Divorce Decree / Separation - Provide a copy of Divorce Decree or legal separation agreement.
VMCERT - Copy of Marriage Certificate - Provide a copy of your marriage certificate.
VMEDST - Verif Medical Statement - Submit a statement from physician indicating pregnancy and due date.
VOTHER - Other Verification - Contact your Financial Aid Office
VSPTCH - Verif Support of Children - Complete the Dependent Children Worksheet.
VSTDNG - Graduate/Professional Standing - Provide a copy of your admittance letter to a Graduate or Professional Program.
VSTDNG - Graduate/Professional Standing - Provide a copy of your admittance letter to a Graduate or Professional Program.
VVASTS - Veteran Status - Provide documentation of your Veteran Status such as your DD214.
WRKCMP - Workers Comp Received - Documentation of Workers Compensation received.
YCCOURT - Orphan/Ward of Court Document - Provide a copy of court order indicating your status as an Orphan or Ward of the Court.
YLEGDP - Support of Legal Depend Form - Complete the Support of Legal Dependent(s) Form.