

2017–18 Verification Worksheet Dependent Student

A. Dependent Student’s Information

Student Last Name	Student First Name	Student M.I.	Student NWC ID Number (if known)
Student Home Street Address (include apt. no.)			Student Date of Birth
City	State	Zip Code	Student Email Address
Student/Parent Preferred Phone Number (include area code)			Parent Email Address

B. Dependent Student’s Family Information

List below the people in the parent(s) household. Include:

- The student.
- The parents (including a stepparent).
- The parents’ other children if the parents will provide more than half of the children’s support from July 1, 2017, through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017-18. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parent(s) and the parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2018.

Fill out the chart below with information about the members of your household. For the “College” column, include any household member (**excluding parents**) who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2017 and June 30, 2018. Include the name of the college.

Full Name	Age	Relationship	College Attending (do not include parents here)	Will be Enrolled at Least Half Time?
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

C. Dependent Student's Income Information

If the student filed 2015 taxes, complete step C1. Leave C2 blank.

If the student did not file 2015 taxes, complete step C2. Leave C1 blank.

C1. STUDENT TAX RETURN FILERS— Complete this section if the student filed a 2015 income tax return with the IRS. **Important Note:** If the student filed, or will file, an amended 2015 IRS tax return, the student should contact the financial aid office before completing this section.

Instructions: *The recommended way to verify income is using the IRS Data Retrieval Tool built into the online FAFSA. If the student has not already used the tool, s/he should go to FAFSA.gov, log in to the student's existing FAFSA, select "Make FAFSA Corrections," and navigate to the Financial Information section. From there, follow the instructions to use the Data Retrieval Tool to transfer 2015 IRS income tax information into his/her FAFSA. It takes up to 3 weeks for IRS income information to be available for the Data Retrieval Tool for electronic IRS tax return filers (8-11 weeks for paper filers).*

Check the box that applies:

- The student has used the Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2015 IRS income information into the student's FAFSA.
- The student has not yet used the Data Retrieval Tool in FAFSA on the Web but will use the tool to transfer 2015 IRS income information into the student's FAFSA.
- The student is unable or chooses not to use the Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **2015 IRS tax return transcript**—not a photocopy of the income tax return.

To obtain a 2015 IRS Tax Return Transcript, go to www.IRS.gov and click on the "Order a Return or Account Transcript" link. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." Use the Social Security number and date of birth of the first person listed on the 2015 IRS income tax return and the address on file with the IRS (normally this will be the address used on the 2015 IRS income tax return). In most cases, for electronic filers, a 2015 Tax Return Transcript may be requested from the IRS within 2-3 weeks after the 2015 income tax return has been accepted by the IRS.

- Check here if the student's IRS tax return transcript is attached to this worksheet.
- Check here if the student's IRS tax return transcript will be submitted to the student's school later.

Skip to Section D if you (student) filed taxes and completed the above section.

Continue to C2 if you (student) did not file 2015 taxes and left Section C1 blank.

C2. STUDENT TAX RETURN NON-FILERS— Complete this section if the student will not file, and is not required to file, a 2015 income tax return with the IRS. Skip C2 if the student filed 2015 taxes.

Check the box that applies:

- The student was not employed and had no income earned from work in 2015.
- The student was employed in 2015 and has listed below the names of all the student’s employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue a W-2 form.*

Employer’s Name	2015 Amount Earned	IRS W-2 Attached?
<i>(example) Suzy’s Auto Body Shop</i>	<i>\$2,000.00</i>	<i>Yes</i>

***If no W-2 is available, please indicate the reason (employer didn’t provide, not enough earned, self-employed, other).**

Required Documentation for Non-filers

Beginning in 2017-2018 all Non-filers are required to obtain a “Verification of Nonfiling” letter from the IRS to officially indicate taxes were not filed.

To order this letter, log into <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

1. Complete the 4506-T form, marking line 7 (Verification of Non-filing) and entering ‘2015’ in line 9.
2. Mail or fax the completed 4506-T to the IRS as directed on the form.
3. Submit a copy of the letter to NWC’s Financial Aid office when it is received.

- _____ Check here if the Verification of Nonfiling letter is provided with this worksheet.
- _____ Check here if the Verification of Nonfiling letter has been requested and will be sent to NWC soon.
- _____ Check here if the Verification of Nonfiling letter will be requested and sent at a later date.

D. Income Information for Parents

Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

If the parent filed 2015 taxes, complete step D1. Leave D2 blank.

If the parent did not file 2015 taxes, complete step D2. Leave D1 blank.

D1. TAX RETURN FILERS—Complete this section if the student’s parent(s) filed a 2015 income tax return with the IRS. **Important Note:** If the student’s parent(s) filed or will file an amended 2015 IRS tax return, please contact the NWC financial aid office.

Instructions: *The recommended way to verify income is using the IRS Data Retrieval Tool that is part of the online FAFSA. If the parent has not already used the tool, go to FAFSA.gov, log in to the student’s existing FAFSA, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent is eligible to use the Data Retrieval Tool. It takes up to three weeks for IRS income information to be available for the Data Retrieval Tool for electronic IRS tax return filers (8-11 weeks for paper tax filers).*

Check the box that applies:

- The student’s parent has used the Data Retrieval Tool in FAFSA on the Web to transfer 2015 IRS income information into the student’s FAFSA.
- The student’s parent has not yet used the Data Retrieval Tool, but will use the tool to transfer 2015 IRS income information into the student’s FAFSA.
- The parent is unable or chooses not to use the Data Retrieval Tool, and the parent will submit a copy of the parent’s **2015 IRS tax return transcript(s)**—not a photocopy of the income tax return.

To obtain a 2015 IRS Tax Return Transcript, go to www.IRS.gov and click on the “Order a Return or Account Transcript” link. Make sure to request the “IRS Tax Return Transcript” and not the “IRS Tax Account Transcript.” Use the Social Security number and date of birth of the first person listed on the 2015 IRS income tax return and the address on file with the IRS (normally this will be the address used on the 2015 IRS income tax return). In most cases, for electronic filers, a 2015 Tax Return Transcript may be requested from the IRS within 2-3 weeks after the 2015 income tax return has been accepted by the IRS (8-11 weeks for paper filers). If the parents filed separate 2015 IRS income tax returns, 2015 Tax Return Transcripts must be provided for both.

- Check here if an IRS tax return transcript(s) is attached to this worksheet.
- Check here if IRS tax return transcript(s) will be submitted to the student’s school later.

Skip to Section E if parents filed taxes and completed the above section.

Continue to D2 if parents did not file 2015 taxes and left Section D1 blank.

D2. PARENT TAX RETURN NON-FILERS (2015) - Complete this section if the parents will not file and are not required to file a 2015 income tax return with the IRS. Skip D2 if parents filed 2015 taxes. The instructions below apply to each parent included in the household.

Check the box that applies:

- Neither parent was employed and neither had earned income from work in 2015.
- One or both parents were employed in 2015 and have listed below the names of all employers, the amount earned from each employer, and whether a W-2 is provided. Provide copies of all 2015 W-2 forms issued to parents if you did not file taxes. List every employer even if the employer did not issue a W-2.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	Amount Earned in 2015?	IRS W-2 Attached?
<i>(Example) ABC's Auto Body Shop</i>	<i>\$4500</i>	<i>Yes</i>
Total Amount of Income Earned From Work		\$

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- ___ Check here if the Verification of Nonfiling letter is provided with this worksheet.
- ___ Check here if the Verification of Nonfiling letter has been requested and will be sent to NWC soon.
- ___ Check here if the Verification of Nonfiling letter will be requested and sent at a later date.

E. Certification and Signatures

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

Each person signing this worksheet certifies that all information reported on it is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

Print student's name	Student ID number	Date
Student signature	Parent signature	

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the Northwestern College financial aid office. You should make a copy of this worksheet for your records.

Fax: (712) 707-7165 Email: finaid@nwcsiowa.edu
Mailing address: Northwestern College, 101 7th St SW, Orange City, IA 51041