

2017–18 Verification Worksheet Independent Student

A. Independent Student's Information

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

B. Independent Student's Family Information

List below the people in your household. Include:

- You, the student.
- Your spouse, if you are married
- Your children, if any, if you will provide more than half of their support from July 1, 2017 through June 30, 2018, or if the child would be required to provide your information if they were completing a FAFSA for 2017-2018. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you and you 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 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	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. Independent 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. 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.

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse’s signature is optional

Print student’s name Student’s ID number

Student’s signature Spouse’s Signature Date

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**

Mail: Northwestern College, 101 7th St SW, Orange City, IA 51041