

# 2019–20 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

Household Members: List below the people in the parents’ household, which includes:

- The student.
- The parents (including a stepparent) even if the student does not live with the parents.
- The parents’ other children if the parents will provide more than half of the children’s support from July 1, 2019, through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019–2020. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of their support, and will continue to provide more than half of their support through June 30, 2020.

Fill out the chart below with information for all 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, 2019 and June 30, 2020. 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

**C1. STUDENT TAX FILER** - Complete **C1** if the student filed a 2017 IRS income tax return. If the student filed an amended 2017 tax return, please contact the financial aid office.

- **Note:** The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA at <https://fafsa.gov/>. If you haven't used DRT, you can go back into the FAFSA to utilize it, which will expedite the verification process.

**Check the box that applies:**

- The student has used the IRS DRT to transfer 2017 IRS tax information into the student's FAFSA.
- The student has not yet used the IRS DRT, but will use the tool to transfer 2017 IRS tax information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT but instead will provide the school with a **2017 IRS Tax Return Transcript(s)**.
  - 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 later.
- A **2017 IRS Tax Return Transcript** may be obtained through:
  - <https://www.irs.gov/individuals/get-transcript>
  - Choose either option presented on the website: Get Transcript Online or Get Transcript by Mail.
  - Make sure you order a 2017 "Tax Return" Transcript, as there are several different types.

**C2. STUDENT NONTAX FILER** - Complete **C2** only if the student did not file and is not required to file, a 2017 income tax return with the IRS.

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2017.
- The student was employed in 2017 and has listed below the names of all the student's employers and the amount earned from each employer in 2017. Attach copies of all 2017 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	2017 Amount Earned	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 (not enough earned, self-employed, etc.).**

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## D. Parent's Income Information

**D1. PARENT TAX FILER(S)** - Complete **D1** if the parent(s) filed a 2017 IRS income tax return. The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2017, filed an amended 2017 return, victims of IRS tax-related identity theft or had a change in marital status after December 31, 2017.

- **Note:** The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA at <https://fafsa.gov/>. If you haven't used DRT, you can go back into the FAFSA to utilize it, which will expedite the verification process.

### Check the box that applies:

- The parent(s) have used the IRS DRT to transfer 2017 IRS tax information into the student's FAFSA.
- The parent(s) have not yet used the IRS DRT but will use the tool to transfer 2017 IRS tax information into the student's FAFSA.
- The parents are unable to use the IRS DRT, filed separate 2017 tax returns, or choose not to use the IRS DRT. Parents will instead provide the school with a **2017 IRS Tax Return Transcript(s)**.
  - Check here if the parents' IRS Tax Return Transcript is attached to this worksheet.
  - Check here if the parents' IRS Tax Return Transcript will be submitted later.
- A **2017 IRS Tax Return Transcript** may be obtained at <https://www.irs.gov/individuals/get-transcript>.
  - Choose either option presented on the website: Get Transcript Online or Get Transcript by Mail.
  - Make sure you order a 2017 "Tax Return" Transcript, as there are several different types.

Skip the next Section **D2** if parents filed 2017 taxes, but complete **Section E - Certification and Signatures** to complete this worksheet. Northwestern College cannot complete the verification process with the Department of Education without signatures from the student, a parent and the date this worksheet was signed.

**D2. PARENT NONTAX FILER(S)** - Complete **D2** only if the parents will not file and are not required to file a 2017 income tax return with the IRS. The instructions and certifications below apply to each parent included in the household.

**Check the box that applies:**

- Neither parent was employed nor had income earned from work in 2017.
- The parent(s) were employed in 2017. Listed below are the names of all the parent’s employers and the amount earned from each employer in 2017. Attach copies of all 2017 W-2 forms issued to the student by employers. List every employer even if they did not issue a W-2 form.

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

Employer’s Name	2017 Amount Earned	W2 attached?
<i>(Example) ABC’s Auto Body Shop</i>	<i>\$4500</i>	<i>Yes</i>
Total Amount of Income Earned From Work		\$

Please request the IRS 4506-T Verification of non-filing form at NWC Financial Aid at [finaid@nwciova.edu](mailto:finaid@nwciova.edu) or call 712-707-7131 as this is required for a parent nontax filer.

- Check here if confirmation of the 4506-T form is provided with Verification Worksheet.
- Check here if confirmation of the 4506-T form will be provided later.

**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.

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Print student’s name

\_\_\_\_\_

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@nwciova.edu](mailto:finaid@nwciova.edu)**  
**Mailing address: Northwestern College Financial Aid, 101 7<sup>th</sup> St SW, Orange City, IA 51041**