

Your FAFSA was randomly selected by the U.S. Department of Education for a review process called "Verification." **Verification must be completed before your financial aid awards will be determined.** If there are differences between your FAFSA and this information, we will update your FAFSA and recalculate your Expected Family Contribution (EFC). **Complete verification as soon as possible so that your financial aid won't be delayed.**

A. Student Information

Last Name	First Name	M.I.	NSSC ID Number
Street Address (include apt. no.)			Date of Birth
City, State, Zip Code			Phone Number

B. Household Information

List the people you will support between July 1, 2018 and June 30, 2019. Include:

- ✓ Yourself and your spouse (if you are married)
- ✓ Your children, if you (or your spouse) provide more than half of their support, even if they don't live with you.
- ✓ Other people if they now live with you and you now provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

Write the name of the college below for 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, 2018, and June 30, 2019.

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

Household member name	Age	Relationship to student	College (if attending)	Will be enrolled at least half-time (circle Yes or No)	
				Yes	No
1.		SELF	NSSC	Yes	No
2.				Yes	No
3.				Yes	No
4.				Yes	No
5.				Yes	No

C. Student Income Information

Student Marital Status: _____ Single _____ Married/Remarried _____ Separated/Divorced/Widowed

Check one of the following:

_____ Student **filed** a 2016 Federal Income Tax return.

_____ I used the FAFSA IRS Data Retrieval Tool

_____ I ordered an IRS Tax Return Transcript

_____ Student was **not employed** and had **no income** from work in 2016. **Must provide Verification of Non-Filing Letter from IRS.**

_____ Student **was employed** in 2016 and **did not file** taxes, and is not required to file a tax return. Please complete the table below.

You are required to attach copies of all 2016 IRS W-2 forms issued to the student if not filing a federal tax return. List every employer even if they did not issue an IRS W-2. **Must provide Verification of Non-Filing Letter from IRS.**

Employer's Name	2016 Amount Earned	Was a W-2 Issued by employer?	2016 W-2 Attached?
Example: ABC Company	\$1,005.75	Yes	Yes

By signing this worksheet, I certify that all the information reported on it is completed and correct.

Student Signature: (electronic signature is not acceptable)	Date

Student Name:	NSSC ID number:
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D. Spouse Income Information (if married, but filed taxes separate)

Check one of the following:

- Spouse **filed** a separate 2016 Federal Income Tax return. I ordered an IRS Tax Return Transcript
- Spouse **was not employed** and had **no income** from work in 2016. **Must provide Verification of Non-Filing Letter from IRS.**
- Spouse **was employed** in 2016 and **did not file** taxes, and is not required to file a tax return. Please complete the table below. You are required to attach copies of all 2016 IRS W-2 forms issued to the student if not filing a federal tax return. List every employer even if they did not issue an IRS W-2. **Must provide Verification of Non-Filing Letter from IRS.**

Employer's Name	2016 Amount Earned	Was a W-2 Issued by employer?	2016 W-2 Attached?
Example: ABC Company	\$1,005.75	Yes	Yes

By signing this worksheet, I certify that all the information reported on it is completed and correct.

Spouse Signature: (electronic signature is not acceptable)	Date

E. Tax Information

Both the student and the spouse are **required** to submit processed 2016 Federal Tax information. The only acceptable methods to submit tax information are listed below:

IRS Data Retrieval Tool – Directly import your 2016 IRS data into your 2018-19 FAFSA by logging into fafsa.ed.gov and select “Make Correction”.

Keep in mind that if you are married, but filed taxes separately, the data retrieval tool will not work and you will need to order tax return transcripts for both the student and the spouse (see information below).

IRS Tax Return Transcript – Submit your 2016 Tax Return Transcript. You can order the transcript by online at irs.gov or by phone at 1-800-908-9946. Please make sure you select an IRS Tax Return Transcript NOT the IRS Account Transcript.

Verification of Non-Filing Letter – If you and/or your spouse did not file 2016 taxes, and are not required to file taxes, you will need to request a Verification of Non-Filing Letter from the IRS by submitting IRS Form 4506-T and check mark box 7.

Amended Taxes -- If the student or spouse filed an amended 2016 IRS tax return, please submit your original 2016 IRS Tax Return Transcript and a signed copy of the 2016 IRS Form 1040X that was filed with the IRS.

Northwest State Community College does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, religion or age in its programs or activities.