

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.** Your financial aid administrator will help you.

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 your parent(s) will support between July 1, 2018 and June 30, 2019. Include:

- ✓ Yourself and your parent(s) (including a stepparent) even if you don't live with your parents.
- ✓ Your parent's other children if (a) your parent(s) provide more than half of their support, or (b) if the other children would be required to provide parental information were they to complete a FAFSA for 2018-2019. Include children who meet either of these standards, even if they do not live with your parent(s).
- ✓ Other people if they now live with your parent(s), and your parent(s) 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, excluding your parent(s), 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

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.

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.

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:	NSCC ID number:
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D. Parent(s) Income Information

Parent(s) Marital Status:

Single
 Married/Remarried
 Separated/Divorced/Widowed
 Unmarried, both parents living together

Check one of the following:

- Parent(s) **filed** a 2016 Federal Income Tax return.
 Parent(s) used the FAFSA IRS Data Retrieval Tool
 Parent(s) ordered an IRS Tax Return Transcript
 Parent(s) was **not employed** and had **no income** from work in 2016. **Must provide Verification of Non-Filing Letter from IRS.**
 Parent(s) **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.

Parent Signature: <small>(electronic signature is not acceptable)</small>	Date

E. Tax Information

Both the student and the parent(s) 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.gov and select “Make Correction”. Make sure to use the Data Retrieval Tool for both the student and the parent.

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

IRS Tax Return Transcript – Submit your 2016 Tax Return Transcript. You can order the transcript by online at irs.gov or via automated telephone request by calling 1-800-908-9946. You may also complete IRS Form 4506-T and check mark box 6a. Please make sure you request an IRS Tax Return Transcript NOT the IRS Account Transcript.

Verification of Non-Filing Letter – If your parent(s) did not file 2016 taxes, and are not required to file taxes, they 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 parent 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.

G. Proof of Identity – Student must appear in the financial aid office and provide proof of identity

The student **must appear in person** at Northwest State Community College to verify his or her identity by presenting an **unexpired** valid government-issued photo identification (ID), such as, but not limited to, a driver’s license, other state-issued ID, or passport. The institution will maintain a copy of the student’s photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student’s ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below:

**Identity and Statement of Educational Purpose
(To Be Signed at the Institution)**

I certify that I, _____ am the individual signing this Statement of Educational Purpose and that
(Printed Student’s Name)

the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Northwest State Community College for 2018-2019.

Student Signature: (electronic signature is not acceptable) N _____
Student ID Date

Financial Aid Staff printed name _____
Financial Aid Staff Signature

If the student is unable to appear in person at Northwest State Community College to verify his or her identity, the student must provide to the institution:

- a) A copy of the **unexpired** valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver’s license, other state-issued ID, or passport; and
- b) The original notarized Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

**Identity and Statement of Educational Purpose
(To Be Signed in the Presence of a Notary)**

I certify that I, _____ am the individual signing this Statement of Educational Purpose and that
(Printed Student’s Name)

the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Northwest State Community College for 2018-2019.

Student Signature: (electronic signature is not acceptable) N _____
Student ID Date

Notary’s Certification of Acknowledgement

State of _____ City/County of _____

On _____, before me, _____
(Date) (Notary’s Name)

personally appeared, _____, and proved to me on basis of satisfactory
(Printed name of signer)

evidence of identification _____ to be the above-named person who
(type of **unexpired** government-issued photo ID provided)
signed the foregoing instrument.

WITNESS my hand and official seal _____
(seal) (Notary signature)
(electronic signature is not acceptable)

My commission expires on _____
(Date)

Student Name:	NSCC ID number:
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H. High School or Equivalent Completion

Please *initial* the following statement and provide one of the following documents to indicate the student's high school completion status when the student begins the college in 2018-2019:

- A signed copy of the student's final, official high school transcript. The transcript must be sent directly from the high school.
- A state certified transcript showing the student passed a state-authorized examination that the state recognizes as equivalent of a high school diploma (GED test). The GED transcript must be sent directly from the state in which the GED was issued.
- For a student who was homeschooled, please submit a transcript, or the equivalent, signed and dated by the student's parent or guardian that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting

_____ I (student) have submitted a final high school transcript or other equivalent documentation to Northwest State Community College that shows evidence of graduation or proof of equivalent from an accredited high school or educational institution.

I. Certification and Signatures

*By signing this worksheet, I certify that all the information reported on this worksheet is complete and correct. A delay in processing will result if this form is not signed or if there is conflicting information on this worksheet. **WARNING:** IF you purposely give false or misleading information on this form, you may be subject to fines and/or other penalties.*

Student Signature	Date
Parent Signature	Date

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.