

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 you will support between July 1, 2020 and June 30, 2021. 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, 2021.

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, 2020, and June 30, 2021.

Household member name	Age	Relationship to student	College (if attending)	Will be enrolled at least half-time (circle Yes or 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 2018 Federal Income Tax return. Please provide one of the following:

\_\_\_\_\_ FAFSA IRS Data Retrieval Tool      \_\_\_\_\_ Signed copy of 2018 Form 1040 & Schedules 1-6      \_\_\_\_\_ IRS Tax Return Transcript

\_\_\_\_\_ Student was **not employed** and had **no income** from work in 2018. **Must provide Verification of Non-Filing Letter from IRS.**

\_\_\_\_\_ Student **was employed** in 2018 and **did not file** taxes, and **is not required** to file a tax return. Please complete the table below and attach copies of all 2018 IRS W-2 statement(s). List every employer even if they did not issue a W-2. **Must also provide a Verification of Non-Filing Letter from IRS.**

Employer's Name	2018 Amount Earned	Was a W-2 issued by employer?	2018 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	Date

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

### Check one of the following:

- Spouse **filed** a 2018 Federal Income Tax return. Please provide one of the following:  
 Signed copy of 2018 Form 1040 & Schedules 1-6       IRS Tax Return Transcript
- Spouse was **not employed** and had **no income** from work in 2018. **Must provide Verification of Non-Filing Letter from IRS.**
- Spouse **was employed** in 2018 and **did not file** taxes, and **is not required** to file a tax return. Please complete the table below and attach copies of all 2018 IRS W-2 statement(s). List every employer even if they did not issue a W-2. **Must also provide a Verification of Non-Filing Letter from IRS.**

Employer's Name	2018 Amount Earned	Was a W-2 issued by employer?	2018 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	Date

## E. Tax Information

Both the student and the spouse are **required** to submit processed 2018 Federal Tax information. The only acceptable methods to submit tax information are listed below:

**IRS Data Retrieval Tool** – Directly import your 2018 IRS data into your 2020-2021 FAFSA by logging into [fafsa.gov](https://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 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) or submit a signed copy of your and your spouse's 2018 1040 Federal Income Tax Return and Schedules 1-6.*

**Signed Copy of federal income tax return** – Provide a SIGNED copy of your (and your spouse) 2018 1040 Federal Income Tax Return and Schedules 1-6

**IRS Tax Return Transcript** – Submit your 2018 Tax Return Transcript. You can order the transcript by online at [irs.gov](https://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 the student or spouse did not file 2018 taxes, and are not required to file taxes, then they must complete and return a Verification of Non-filing Statement Form and request a Verification of Non-Filing Letter from the IRS by submitting IRS Form 4506-T, check marking box 7.

**Amended Taxes** -- If the student or spouse filed an amended 2018 IRS tax return, please submit your original 2018 IRS Tax Return Transcript and a signed copy of the 2018 IRS Form 1040X that was filed with the IRS.

**F. 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 2020-2021.

_____	N	_____	_____
Student Signature	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 2020-2021.

_____	N	_____	_____
Student Signature	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)

My commission expires on \_\_\_\_\_  
(Date)

Student Name:	NSSC ID number:
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### G. 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 2020-2021:

- 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.

### H. 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

**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.**