

2017 - 2018 VERIFICATION WORKSHEET

Dependent Student

Financial Aid Office • 603 West Park Street • Sheldon, IA 51201
 712-324-5061 or 800-352-4907
 finaid@nwicc.edu • nwicc.edu



Your 2017–2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called “Verification”. Federal law and regulation (CFR Title 34, Part 668) requires NCC to confirm the information you reported on your FAFSA before awarding Federal Student Aid. To verify that you provided correct information, we will compare your FAFSA with the information on this verification worksheet and with other required documents. If there are differences, your FAFSA information may need to be corrected.

INSTRUCTIONS: Complete all steps and be sure this worksheet is signed and dated by you and at least one parent whose information was reported on the FAFSA. Once completed, submit this worksheet along with the necessary supporting documentation to the NCC Financial Aid Office at the above address. **FORMS SUBMITTED BY EMAIL OR FAX WILL NOT BE ACCEPTED.**

STEP 1: Student Information

LAST NAME: _____ FIRST NAME: _____ M.I.: _____
 BIRTH DATE: _____ STUDENT ID OR LAST 4 DIGITS OF SSN: _____

STEP 2: Number of Household Members and Number in College

Number of Household Members: List in the chart below the people in your parent(s) household. Include:

- Yourself (the student)
- Your parent(s) (including stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2017 through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017-18. 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) provide more than half of their support and will continue to provide more than half of their support through June 30, 2018.

Number in College: Include in the space below information about any household member, excluding your parent(s), who is, or will be, enrolled at least half-time in a degree, diploma, or certificate program at an eligible postsecondary institution any time between July 1, 2017, and June 30, 2018, and include the name of the college. **DO NOT LIST A COLLEGE IF A PERSON IS NOT ATTENDING COLLEGE DURING THE 2017-18 ACADEMIC YEAR.** If you need additional space, attach a separate page.

Full Name	Age	Relationship	College or University	Will be Enrolled at Least Half-Time (Yes or No)
		Self (Student)	Northwest Iowa Community College (NCC)	

INSTRUCTIONS FOR REVERSE

STEP 3: STUDENT Income Information

If you, the student, filed taxes in **2015**, complete **Step 3A**.
 If you, the student did not file taxes in **2015**, complete Steps **3B and 3C**.

STEP 4: PARENT Income Information

If your parent(s) filed taxes in **2015**, complete **Step 4A**.
 If your parents(s) did not file taxes in **2015**, complete **Steps 4B and 4C**.

For additional guidance, see **Instructions for Verifying Income Information**.

STEP 3: STUDENT Income Information

Dependent

3A. TAX FILERS: If you filed taxes in 2015, please check the box that applies:

- I filed a **2015** U.S. Income Tax Return and used the IRS Data Retrieval Tool on the FAFSA
- I filed a **2015** U.S. Income Tax Return but was unable or chose not to use the IRS Data Retrieval Tool on the FAFSA
- Please check here if you have attached a copy of your 2015 IRS Tax Return Transcript **OR**
- Please check here if you have ordered a copy of your 2015 IRS Tax Return Transcript and will mail to NCC **OR**
- Please check here if you will use the IRS Data Retrieval Tool to update your FAFSA

For additional guidance, see **Instructions for Verifying Income Information****3B. NONTAX FILERS:** If you did not file taxes in 2015, please check the box that applies:

- I was **NOT** employed and had no income earned from work in **2015**
- I was employed in **2015** but will not file and am not required to file a 2015 U.S. Income Tax Return. List below your employer(s) and the amount earned from each employer in 2015. List every employer even if the employer did not issue an IRS W-2 Form. **ATTACH COPIES OF ALL 2015 W-2 FORM(S) OR OTHER EARNING STATEMENTS.**

Employer Name/Source of Income	IRS Form W-2 Provided?	Annual Amount Earned in 2015
<i>Example: Auto Body Shop</i>	YES	\$2,300.00
Total Amount of Income Earned From Work:		\$

3C. NONTAX FILERS ADDITIONAL REQUIREMENTDocumentation from the IRS that indicates a 2015 income tax return was not filed with the IRS is **required (IRS Verification of Nonfiling Letter)**. For additional guidance, see **Instructions for Verifying Income Information**.

- Please check here if an IRS Verification of Nonfiling Letter is attached
- Please check here if you will request an IRS Verification of Nonfiling Letter and will mail to NCC

STEP 4: PARENT Income Information**Important Note:** Notify the Financial Aid Office if your parent(s) filed separate IRS income tax returns for 2015 or had a change in marital status after December 31, 2015.**4A. TAX FILERS:** If your parent(s) filed taxes in 2015, please check the box that applies:

- My parent(s) filed a 2015 U.S. Income Tax Return and used the IRS Data Retrieval Tool on the FAFSA
- My parent(s) filed a 2015 U.S. Income Tax Return but was/were unable or chose not to use the IRS Data Retrieval Tool on the FAFSA
- Please check here if you have attached a copy of your parent(s) 2015 IRS Tax Return Transcript **OR**
- Please check here if you have ordered a copy of your parent(s) 2015 IRS Tax Return Transcript and will mail to NCC **OR**
- Please check here if your parent(s) will use the IRS Data Retrieval Tool to update the FAFSA

For additional guidance, see **Instructions for Verifying Income Information****4B. NONTAX FILERS:** If you parent(s) did not file taxes in 2015, please check the box that applies:

- My parent(s) was **NOT** employed and had no income earned from work in 2015
- My parent(s) were employed in 2015 but will not file and are not required to file a 2015 U.S. Income Tax Return. List below your parent(s) employer(s) and the amount earned from each employer in 2015. List every employer even if the employer did not issue an IRS W-2 Form. **PROVIDE COPIES OF ALL 2015 W-2 FORM(S) OR OTHER EARNING STATEMENTS.**

Employer Name/Source of Income	IRS Form W-2 Provided?	Amount Earned in 2015
<i>Example: Auto Body Shop</i>	YES	\$3,214.00
Total Amount of Income Earned From Work:		\$

4C. NONTAX FILERS ADDITIONAL REQUIREMENT:Documentation from the IRS that indicates a 2015 income tax return was not filed with the IRS is **required (IRS Verification of Nonfiling Letter)**. For additional guidance, see **Instructions for Verifying Income Information**.

- Please check here if an IRS Verification of Nonfiling Letter is attached
- Please check here if you will request an IRS Verification of Nonfiling Letter and will mail to NCC

STEP 5: Certifications and SignaturesEach person signing below certifies that all the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA **must sign and date**.**WARNING:** If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Student Signature (Required)

Date

Parent Signature (Required)

Date