

2017 - 2018 VERIFICATION WORKSHEET

Independent 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. 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 household. Include:

- Yourself (the student)
- Your spouse, if you are married
- Your children or spouse’s children if you or your spouse will provide more than half of the children’s support from July 1, 2017, through June 30, 2018, even if a child does not live with you.
- Other people if they now live with you and you or your spouse provides more than half of the other person’s support, and will continue to provide more than half of that person’s support through June 30, 2018.

Number in College: Include in the space below information about any household member 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: SPOUSE Income Information, If Married

If your spouse filed taxes in **2015**, complete **Step 4A**.
 If your spouse 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

Independent

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

<input type="checkbox"/>	I filed a 2015 U.S. Income Tax Return and <u>used the IRS Data Retrieval Tool</u> on the FAFSA
<input type="checkbox"/>	I filed a 2015 U.S. Income Tax Return but was <u>unable or chose not</u> to use the IRS Data Retrieval Tool on the FAFSA
<input type="checkbox"/>	Please check here if you have <u>attached</u> a copy of your 2015 IRS Tax Return Transcript OR
<input type="checkbox"/>	Please check here if you have <u>ordered</u> a copy of your 2015 IRS Tax Return Transcript and will mail to NCC OR
<input type="checkbox"/>	Please check here if you <u>will use</u> the IRS Data Retrieval Tool to update your FAFSA
<i>For additional guidance, see Instructions for Verifying Income Information</i>	

3B. NONTAX FILERS: If you did not file taxes in 2015, please check the box that applies:

<input type="checkbox"/>	I was NOT employed and had no income earned from work in 2015															
<input type="checkbox"/>	I was employed in 2015 but will not file and <u>am not required</u> 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 <u>not</u> issue an IRS W-2 Form. ATTACH COPIES OF ALL 2015 W-2 FORM(S) OR OTHER EARNING STATEMENTS.															
	<table border="1"> <thead> <tr> <th>Employer Name/Source of Income</th> <th>IRS Form W-2 Provided?</th> <th>Annual Amount Earned in 2015</th> </tr> </thead> <tbody> <tr> <td><i>Example: Auto Body Shop</i></td> <td>YES</td> <td>\$2,300.00</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total Amount of Income Earned From Work:</td> <td>\$</td> </tr> </tbody> </table>	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:		\$
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3C. 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**.

<input type="checkbox"/>	Please check here if an IRS Verification of Nonfiling Letter is <u>attached</u>
<input type="checkbox"/>	Please check here if you <u>will request</u> an IRS Verification of Nonfiling Letter and will mail to NCC

STEP 4: SPOUSE Income Information, If Married

Important Note: Notify the Financial Aid Office if you or your spouse filed separate IRS income tax returns for 2015 or had a change in marital status after December 31, 2015.

4A. TAX FILERS: If your spouse filed taxes in 2015, please check the box that applies:

<input type="checkbox"/>	My spouse and I filed a joint 2015 U.S. Income Tax Return
<input type="checkbox"/>	My spouse and I filed separate 2015 U.S. Income Tax Returns. The IRS Data Retrieval Tool cannot be used and the 2015 IRS Tax Return Transcripts must be provided for each.
<input type="checkbox"/>	Please check here if you have <u>attached</u> a copy of your spouse's 2015 IRS Tax Return Transcript OR
<input type="checkbox"/>	Please check here if you have <u>ordered</u> a copy of your spouse's 2015 IRS Tax Return Transcript and will mail to NCC
<i>For additional guidance, see Instructions for Verifying Income Information</i>	

4B. NONTAX FILERS: If your spouse did not file taxes in 2015, please check the box that applies:

<input type="checkbox"/>	My spouse was NOT employed and had no income earned from work in 2015															
<input type="checkbox"/>	My spouse was employed in 2015 but will not file and <u>is not required</u> to file a 2015 U.S. Income Tax Return. List below your spouse'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.															
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STEP 5: Certifications and Signatures

Each person signing below certifies that all the information reported is complete and correct.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Student Signature (Required) Date

Spouse Signature (Optional) Date