

**INSTRUCTIONS**

Your 2022–2023 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.

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.: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_ STUDENT ID # OR LAST 4 OF SSN: \_\_\_\_\_

**STEP 2: Number of Household Members and Number in College**

Complete the chart below by:

- 1) List yourself and all people in your parent’s household (whose information was reported on the FAFSA) and
- 2) Indicate with a ‘Yes’ or ‘No’ response if any household member will be in college in the 2022-2023 academic year.

Members of the student’s household include:

- Yourself (the student)
- Your parent(s) (including stepparent) **even if you do not 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, 2022 through June 30, 2023, or if the other children would be required to provide parental information if they were completing a FAFSA for 2022-2023. 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, 2023.

Full Name	Age	Relationship	College or University	Will be enrolled at least half-time (Yes or No)
		<b>Self</b>	<b>Northwest Iowa Community College (NCC)</b>	

**Members in College Include:** 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, 2022, and June 30, 2023, and include the name of the college. If you need additional space, attach a separate page.

**INSTRUCTIONS FOR REVERSE**

**STEP 3: STUDENT Income Information**

If you, the student, filed taxes in **2020**, complete **Step 3A**.  
If you, the student did not file taxes in **2020**, complete **Step 3B**.

**STEP 4: PARENT Income Information**

If your parent(s) filed taxes in **2020**, complete **Step 4A**.  
If your parents(s) did not file taxes in **2020**, complete **Steps 4B and 4C**.

For additional guidance, see *Instructions for Requesting Tax Information*

**STEP 3: STUDENT Income Information**

Dependent

**3A. TAX FILERS:** If you filed taxes in 2020, please check the box that applies:

<input type="checkbox"/>	I filed a <b>2020</b> U.S. Income Tax Return and <u>used the IRS Data Retrieval Tool</u> on the FAFSA
<input type="checkbox"/>	I filed a <b>2020</b> U.S. Income Tax Return but was <u>unable or chose not to</u> 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 2020 IRS Tax Return Transcript <b>OR</b>
<input type="checkbox"/>	Please check here if you have <u>ordered</u> a copy of your 2020 IRS Tax Return Transcript and will mail to NCC <b>OR</b>
<input type="checkbox"/>	Please check here if you <u>will use</u> the IRS Data Retrieval Tool to update your FAFSA <b>OR</b>
<input type="checkbox"/>	Please check here if you filed an <u>Amended Tax Return</u> (1040X). See <b>Instructions for Requesting Tax Information</b> for guidance.

**3B. NONTAX FILERS:** If you did not file taxes in 2020, please check the box that applies:

<input type="checkbox"/>	I was <b>NOT</b> employed and had no income earned from work in <b>2020</b>															
<input type="checkbox"/>	I was employed in <b>2020</b> but will not file and <u>am not required</u> to file a 2020 U.S. Income Tax Return. List below your employer(s) and the amount earned from each employer in 2020. List every employer even if the employer did <u>not</u> issue an IRS W-2 Form. <b>ATTACH COPIES OF ALL 2020 W-2 FORM(S) OR OTHER EARNING STATEMENTS.</b>															
	<table border="1"> <thead> <tr> <th>Employer Name/Source of Income</th> <th>IRS Form W-2 Provided?</th> <th>Annual Amount Earned in 2020</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"><b>Total Amount of Income Earned From Work:</b></td> <td><b>\$</b></td> </tr> </tbody> </table>	Employer Name/Source of Income	IRS Form W-2 Provided?	Annual Amount Earned in 2020	<i>Example: Auto Body Shop</i>	YES	\$2,300.00							<b>Total Amount of Income Earned From Work:</b>		<b>\$</b>
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**STEP 4: PARENT Income Information**

**Important Note:** Notify the Financial Aid Office if your parent(s) filed separate IRS income tax returns for 2020 or had a change in marital status after December 31, 2020.

**4A. TAX FILERS:** If your parent(s) filed taxes in 2020, please check the box that applies:

<input type="checkbox"/>	My parent(s) filed a 2020 U.S. Income Tax Return and <u>used the IRS Data Retrieval Tool</u> on the FAFSA
<input type="checkbox"/>	My parent(s) filed a 2020 U.S. Income Tax Return but <u>was/were unable or chose not to</u> 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 parent(s) 2020 IRS Tax Return Transcript <b>OR</b>
<input type="checkbox"/>	Please check here if you have <u>ordered</u> a copy of your parent(s) 2020 IRS Tax Return Transcript and will mail to NCC <b>OR</b>
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<input type="checkbox"/>	Please check here if you filed an <u>Amended Tax Return</u> (1040X). See <b>Instructions for Requesting Tax Information</b> for guidance.

**4B. NONTAX FILERS:** If your parent(s) did not file taxes in 2020, please check the box that applies:

<input type="checkbox"/>	My parent(s) was <b>NOT</b> employed and had no income earned from work in 2020															
<input type="checkbox"/>	My parent(s) were employed in 2020 but will not file and <u>are not required</u> to file a 2020 U.S. Income Tax Return. List below your parent(s) employer(s) and the amount earned from each employer in 2020. List every employer even if the employer did not issue an IRS W-2 Form. <b>PROVIDE COPIES OF ALL 2020 W-2 FORM(S) OR OTHER EARNING STATEMENTS.</b>															
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**4C. NONTAX FILERS ADDITIONAL REQUIREMENT:**

Documentation from the IRS that indicates a 2020 income tax return was not filed with the IRS is **required (IRS Verification of Nonfiling Letter)**. For additional guidance, see **Instructions for Requesting Tax 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 5: Certifications and Signatures**

Each 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**.

**X**  
\_\_\_\_\_  
Student Signature (Required)

**X**  
\_\_\_\_\_  
Date

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

**X**  
\_\_\_\_\_  
Parent Signature (Required)

**X**  
\_\_\_\_\_  
Date