

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. 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 household 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 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, 2022, through June 30, 2023, 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, 2023.

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

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 Steps **3B and 3C**.

STEP 4: SPOUSE Income Information, If Married

If your spouse filed taxes in 2020, complete **Step 4A**.
If your spouse 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

Independent

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

<input type="checkbox"/>	I filed a 2020 U.S. Income Tax Return and <u>used the IRS Data Retrieval Tool</u> on the FAFSA
<input type="checkbox"/>	I filed a 2020 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 2020 IRS Tax Return Transcript OR
<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 OR
<input type="checkbox"/>	Please check here if you <u>will use</u> the IRS Data Retrieval Tool to update your FAFSA OR
<input type="checkbox"/>	Please check here if you filed an <u>Amended Tax Return</u> (1040X). See Instructions for Requesting Tax Information for guidance.

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

<input type="checkbox"/>	I was NOT employed and had no income earned from work in 2020		
<input type="checkbox"/>	I was employed in 2020 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. ATTACH COPIES OF ALL 2020 W-2 FORM(S) OR OTHER EARNING STATEMENTS.		
	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
	Total Amount of Income Earned From Work:		\$

3C. 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 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 2020 or had a change in marital status after December 31, 2020.

4A. TAX FILERS: If your spouse filed taxes in 2020, please check the box that applies:

<input type="checkbox"/>	My spouse and I filed a joint 2020 U.S. Income Tax Return
<input type="checkbox"/>	My spouse and I filed separate 2020 U.S. Income Tax Returns. The IRS Data Retrieval Tool <i>cannot</i> be used and the 2020 IRS Tax Return Transcripts must be provided for each (student and spouse) .
<input type="checkbox"/>	Please check here if you have <u>attached</u> a copy of your spouse's 2020 IRS Tax Return Transcript OR
<input type="checkbox"/>	Please check here if you have <u>ordered</u> a copy of your spouse's 2020 IRS Tax Return Transcript and will mail to NCC OR
<input type="checkbox"/>	Please check here if you filed an <u>Amended Tax Return</u> (1040X). See Instructions for Requesting Tax Information for guidance.

4B. NONTAX FILERS: If your spouse did not file taxes in 2020, please check the box that applies:

<input type="checkbox"/>	My spouse was NOT employed and had no income earned from work in 2020		
<input type="checkbox"/>	My spouse was employed in 2020 but will not file and <u>is not required</u> to file a 2020 U.S. Income Tax Return. List below your spouse'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. PROVIDE COPIES OF ALL 2020 W-2 FORM(S) OR OTHER EARNING STATEMENTS.		
	Employer Name/Source of Income	IRS Form W-2 Provided?	Amount Earned in 2020
	<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 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.

X _____ X _____
 Student Signature (Required) Date

X _____ X _____
 Spouse Signature (Optional) Date

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