# Northwestern College
# 2012-2013 Verification Worksheet

Your application was selected for review in a process called "Verification." Northwestern will be verifying certain information regarding your family size and possibly federal tax information. Federal law requires us to collect this information before disbursing federal aid. If there are differences between your FAFSA application information and this worksheet and/or other financial documents, Northwestern may need to make corrections to the information on your FAFSA.

Please complete this verification form as soon as possible and return it to the Northwestern College Financial Aid Office so that your financial aid will not be delayed. Students will receive an award offer within two weeks once the verification process is complete.

**READ CAREFULLY**

**If you chose to do IRS data retrieval on the FAFSA and did not make any changes to your income information, complete and SIGN the worksheet. Submit the completed Verification worksheet to the Financial Aid Office.**

If you did not do IRS data retrieval on the FAFSA or you made changes to your FAFSA after IRS data retrieval, you will need to complete **and SIGN the worksheet.** You will need to send the completed Verification Worksheet to the Financial Aid Office **WITH** your **2011 IRS tax return transcript**. If you are married you will also need to send in your spouse's **2011 IRS tax return transcript**. *To obtain a free IRS tax return transcript, go to www.IRS.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript."*

## A. Student Information

Last Name First name M.I. NWC ID number or last four digits of SSN

Date of Birth Phone number (include area code)

## B. Family Information

List the people in *your household*, including:

- Yourself and your spouse if you have one, and
- Your children, if you will provide more than half of their support from July 1, 2012 through June 30, 2013, or the children who would be required to provide parental information when applying for Federal Student Aid, and
- Other people if they now live with you and you provide more than half of their support and you will continue to provide more than half of their support from July 1, 2012 through June 30, 2013.

Write the names of all household members in the space(s) below. Also, write in the name of the college for any household member, who will be attending at least half time between July 1, 2012 and June 30, 2013, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

| Full Name | Age | Relationship | College |
|---|---|---|---|
| | | Student | Northwestern College |
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## C. Student's Tax Forms and Income Information (all applicants)

**Independent**

1. Check only one box below.

☐ Check here if you requested IRS data retrieval on the FAFSA and DID NOT make any changes to the income information.

☐ Check here if you made changes to the FAFSA after IRS data retrieval or if you did not do IRS data retrieval. You will need to attach and submit the 2011 IRS tax return transcript. A free IRS tax return transcript can be obtained by calling the IRS at 800-908-9946.

☐ Check here if you will not file and are not required to file a 2011 U.S. Income Tax Return. **You will need to submit a copy of ALL W-2s received in 2011.**

If you did not file and are not required to file a 2011 U.S. Income Tax Return, list below your employer(s) and any income received in 2011.

| Sources | 2011 Amount Earned | IRS W-2 Attached? |
|---|---|---|
| *Suzy's Auto Body Shop (example)* | *$2,000* | *Yes* |
| | | |
| | | |
| | | |

2. Complete this section if someone in your household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2010 or 2011 calendar years.

☐ One of the persons listed in Section B of this worksheet received SNAP benefits in 2010 or 2011. If asked by the student's school, I will provide documentation of the receipt of SNAP benefits during 2010 and/or 2011.

3. Complete this section if you or your spouse, if married, paid child support in 2011.

☐ Either I, or if married, my spouse who is listed in Section B of this worksheet, paid child support in 2011. Indicate below the name of the person who paid the child support, the person to whom the child support was paid, names of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2011 for each child.

| Name of Person Who Paid Child Support | Name of Person to Whom Child Support was Paid | Name of Child for Whom Support Was Paid | Amount of Child Support Paid in 2011 |
|---|---|---|---|
| *Marty Jones* | *Chris Smith (example)* | *Terry Jones* | *$6,000.00* |
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## D. Spouse's Tax Forms and Income Information (if student is married)

1. Check only one box below.

☐ Check here if your spouse requested IRS data retrieval on the FAFSA and DID NOT make any changes to the income information.

☐ Check here if your spouse made changes to the FAFSA after IRS data retrieval or if your spouse did not do IRS data retrieval. You will need to attach and submit your spouse's 2011 IRS tax return transcript. Your spouse can obtain a free IRS tax return transcript by calling the IRS at 800-908-9946.

☐ Check here if your spouse will not file and is not required to file a 2011 U.S. Income Tax Return. **You will need to submit a copy of ALL of your spouse's W-2s received in 2011.**

If your spouse will not file and is not required to file a 2011 U.S. Income Tax Return, list below your spouse's employer(s) and any income received in 2011.

| Sources | 2011 Amount Earned | IRS W-2 Attached? |
|---|---|---|
| *Suzy's Auto Body Shop (example)* | *$2,000* | Yes |
| | | |
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## E. Sign this worksheet

Each person signing this form certifies that all the information reported on it is completed and correct. The student must sign and date.

_____

**Student** **Date**

_____

**Spouse (optional)** **Date**

*Submit this signed form to:*
*Northwestern College, Financial Aid Office*
*3003 Snelling Ave N*
*St. Paul, MN 55113.*
*Fax: 651-628-3332*
*Email: financialaid@nwc.edu*
*Phone: 651-631-5212 or 866-853-2455*