

# **Northwestern College** 2013-2014 Verification Worksheet

Your application was selected for review in a process called "Verification." 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. Students will receive an award offer within two weeks once the verification process is complete.

#### READ CAREFULLY

The financial aid office is required to verify the size of your family's household and income information. You must follow these three steps in order for us to proceed with verifying your FAFSA:

- Complete all sections of the Verification Worksheet and SIGN the worksheet
- If you received income in 2012, we will need to verify your income:

### For federal income tax filers:

The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. If you would like to do this, log into your FAFSA, chose the 'Make FAFSA Correction' and then 'Financial Information'. You will then be able to use the IRS DRT. Submit your updated FAFSA once the data retrieval is complete. In most cases, no further documentation is needed to verify 2012 IRS income tax return information that was transferred into the your FAFSA using the IRS DRT if that information was not changed.

If you choose to not use the IRS DRT or are not eligible to use the IRS DRT, we will need a copy of the your 2012 IRS tax return transcript. Federal regulation prohibits us from using the 2012 US Income Tax Return to complete verification. 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."

For non-federal income tax filers (or for those with no income in 2012)

Please refer to instructions in section C and D of this Worksheet for instructions on how to report income.

All students (including those who used the IRS DRT) must return the SIGNED and completed Verification Worksheet to the financial aid office. If you did not use the IRS DRT submit a copy of your 2012 IRS tax return 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, 2013 through June 30, 2014, or (b) the children 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 will continue to provide more than half of their support from July 1, 2013 through June 30, 2014.

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, 2013 and June 30, 2014, 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	

C. Student's Tax Forms and	រ Income Information (all a	applicants)			
Check only one box below.					
-	ata retrieval on the FAFSA and DID	NOT make any changes to the income in	formation.		
		or if you did not do IRS data retrieval. Y		d submit a 2012 IRS tax	
	turn transcript can be obtained by call				
Check here if you will not file and	are not required to file a 2012 U.S. Ir	ncome Tax Return. You will need to sub	omit a copy of ALL W-2	2s received in 2012.	
If you did not file and are not required to file a 2012 U.S. Income Tax Return		1 1			
Sources		2012 Amount Earned	IRS W-2 Attached?		
Suzy's Auto Body Shop (example)		\$2,000	Yes		
2. Complete this section if someone yo	ur household (listed in Section B) rec	ceived benefits from the Supplemental N	utrition Assistance Progr	am or SNAP (formerly	
known as food stamps) any time during	the 2011 or 2012 calendar years.				
One of the manner listed in Conti	D	Dhanefita in 2011 an 2012. If a land have	LL 1 T	1	
receipt of SNAP benefits during 2		P benefits in 2011 or 2012. If asked by t	ne school, i will provide	documentation of the	
receipt of St via beliefits during 2	7011 tild/01 2012.				
3. Complete this section if you or your	spouse, if married, paid child suppor	rt in 2012.			
		sheet paid child support in 2012. Indicate			
child support that was paid in 201	o whom the child support was paid, the school of the schoo	he names of the children for whom child bol, I will provide documentation of the p	support was paid, and the	If you need more space	
	des the student's name and Social Sec		ayment of child support	. 1) you need more space,	
1 1 0		, ,			
Name of Person Who Paid Child	Name of Person to Whom Child	Name of Child for Whom	Amount of Child		
Support	Support was Paid	Support Was Paid	Support Paid in		
			2012		
Marty Jones	Chris Smith (example)	Terry Jones	\$6,000.00		
		•			
		I		•	
D. Spouse's Tax Forms and	Income Information (if st	udent is married)			
•					
1. Check only one box below.					
# * * * *		nd DID NOT make any changes to the in			
		etrieval or if your spouse did not do IRS			
		free IRS tax return transcript by calling t			
<b>–</b>	file and is not required to file a 2012	U.S. Income Tax Return. You will need	to submit a copy of Al	L of your spouse's w-2s	
received in 2012.					
If your spouse will not file and is not	raquired to file a 2012 U.S. Income T	Fay Poturn list balayy your snouse's amn	lover(s) and any income	raccivad in 2012	
If your spouse will not file and is not required to file a 2012 U.S. Income		2012 Amount Earned	IRS W-2 Attacl		
Sources					
Suzy's Auto Body Shop (example)		\$2,000	Yes		
E. Sign this worksheet					
E-d	41-4-11 41-1-6				
Each person signing this form certifi		Submit this signed	16		
reported on it is complete and correc					
and date.	Northwestern College, Financial Aid Office				
		3003 Snelling	Ave N		
		St. Paul, MN 55113.			
Chindont	Date	Fax: 651-628-	-3332		
Student					
		Traditional Undergraduate students			
		Email: financialaid			
Spouse (optional)	Date	Phone: 651-631-5212 or 866-853-2455			

FOCUS, Graduate Study or Online students (UOL)
Email: gcefinaid@nwc.edu

Phone: 651-631-5105 or 888-362-8715