University of Northwestern – St. Paul
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:

1) Complete all sections of the Verification Worksheet and **SIGN the worksheet**

2) 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, choose 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 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.

3) 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. _____ Student 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	University of Northwestern

C. Student's Tax Forms and Income Information (all applicants)

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 a 2012 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 2012 U.S. Income Tax Return. **You will need to submit a copy of ALL W-2s received in 2012.**

If you did not file and are not required to file a 2012 U.S. Income Tax Return, list below your employer(s) and any income received in 2012.

Sources	2012 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	*$2,000*	*Yes*

2. Complete this section if someone 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 2011 or 2012 calendar years.

☐ One of the persons listed in Section B of this worksheet received SNAP benefits in 2011 or 2012. If asked by the school, I will provide documentation of the receipt of SNAP benefits during 2011 and/or 2012.

3. Complete this section if you or your spouse, if married, paid child support in 2012.

☐ Either I, or if married, my spouse who listed in Section B of this worksheet paid child support in 2012. Indicate below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2012 for each child. If asked by the school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes the student's name and Social Security Number at the top.*

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 2012
Marty Jones	*Chris Smith (example)*	*Terry Jones*	*$6,000.00*

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 2012 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 2012 U.S. Income Tax Return. **You will need to submit a copy of ALL of your spouse's W-2s received in 2012.**

If your spouse will not file and is not required to file a 2012 U.S. Income Tax Return, list below your spouse's employer(s) and any income received in 2012.

Sources	2012 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	*$2,000*	Yes

E. Sign this worksheet

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

_____

Student **Date**

_____

Spouse (optional) **Date**

Submit this signed form to:
University of Northwestern – St. Paul, Financial Aid Office
3003 Snelling Ave N
St. Paul, MN 55113.
Fax: 651-628-3332

Traditional Undergraduate students
Email: financialaid@unwsp.edu
Phone: 651-631-5212 or 866-853-2455

Adult Undergradute, Graduate Studies or Online students (UOL)
Email: gcefinaid@unwsp.edu
Phone: 651-631-5105 or 888-362-8715