

# University of Northwestern – St. Paul 2024-2025 Verification Worksheet

Your FAFSA was selected for a process called Verification. Federal law requires us to collect 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 your FAFSA. Students should receive an award offer within two weeks once the verification process is complete. Verification is not complete until **ALL** documentation is received.

## **READ CAREFULLY**

The financial aid office is required to verify the size of your family and income information.

- 1) Complete the Verification Worksheet and **SIGN the worksheet- you and at least one parent**. Contact the financial aid office to arrange a time to come into the office to complete section E of this worksheet.
- 2) If you and/ or your parent(s) received any income in 2022, we will need to verify your income. See Section C for more information about acceptable documentation for income verification.

## **A. Student Information**

Last Name	First name	M.I.	UNW Student ID number
Date of Birth			Phone number (include area code)

# **B.** Family Information

List the people in your *parent(s)' family*, <u>as reported on the FAFSA</u>, including:

- You (student)
- Your parent(s) listed on the FAFSA (include step-parent if your parent is remarried), and
- Your parents' other children, if they live with your parent(s) OR if they live apart for reasons such as being college AND if your parent(s) will provide more than half of their support from July 1, 2024 through June 30, 2025.
- Other people if they now live with your parent(s) and your parent(s) provide <u>more than half</u> of their support and will continue to provide <u>more than half</u> of their support from July 1, 2024 through June 30, 2025.

Full Name	Age	Relationship to Student
		Student

## For federal income tax filers:

If you were eligible to use the FUTURE Act Direct Data Exchange (FA-DDX) **and** your tax information was <u>transferred and unchanged</u>, then no additional income documentation should be needed. Simply complete sections A, B, C, and D of this worksheet and submit the **SIGNED** worksheet to the financial aid office at UNW.

If you were NOT eligible to use the FUTURE Act Direct Data Exchange (FA-DDX) on the FAFSA, you may need to provide additional documentation, in addition to the **SIGNED** worksheet.

### Student (check one, if you had to manually enter your income information on the FAFSA)

- □ Student filed a 2022 US Income Tax Return and income information did not get transferred onto the FAFSA. Student is submitting **SIGNED** copies of the first 2 pages of the 2022 federal tax return AND copies of schedules 1, 2, and 3 (if filed).
- □ Student did not file and is not required to file a 2022 federal tax return:
  - Student will need to submit a copy of ALL W-2s received in 2022 <u>AND</u> the student must write the amount and sources of any income in the table below. This only applies to the student who did not file and is not required to file a 2022 federal tax return.

### Parent (check one, if parent(s) had to manually enter their information on the FAFSA)

- Parent(s) filed a 2022 federal tax return and income information did not get transferred onto the FAFSA. Student is submitting SIGNED copies of the first 2 pages of the 2022 federal tax return AND copies of schedules 1, 2, and 3 (if filed).
- □ Parent(s) **did not file** and were not required to file a 2022 federal tax return:
  - Parent(s) will need to submit a copy of ALL W-2s received in 2022 <u>AND</u> the parent must write the amount and sources of any income in the table below. This only applies to the parent who did not file and is not required to file a 2022 federal tax return.

If the student and/or parent did not file a federal tax return in 2022, and did earn income from employment, list employer(s), **and** provide all 2022 W-2(s) received.

Name of Parent or Student	Sources	2022 Amount Earned	IRS W-2 Attached?
Melissa Johnson (example)	Suzy's Auto Body Shop	\$2,000	Yes

## D. Identity and Statement of Education Purpose (To Be Signed at University of Northwestern – St. Paul)

The student must appear in person at University of Northwestern – St. Paul to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of a financial aid counselor at the institution authorized to collect the student's ID.

In addition, the student must sign, in the presence of a financial aid counselor, the following:

#### Statement of Educational Purpose (must be signed in front of a Financial Aid Counselor at Northwestern)

I certify that I \_\_\_\_\_\_am the individual signing this (Print Student's Name)

Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending

for 2024–2025.

(Name of Postsecondary Educational Institution)

(Student's Signature)

(Date)

(Student's ID Number)

E. Sign this Worksheet

Each person signing	his form certifies that all the information		
reported on it is com	blete and correct. The student and at	Submit this completed and signed form to: University of Northwestern – St. Paul	
least one parent must	sign and date.		
1	0	Financial Aid Office	
		3003 Snelling Ave N	
STUDENT	DATE	St. Paul, MN 55113	
PARENT	DATE	Fax: 651-628-3332	
		Email: financialaid@unwsp.edu	

Phone: 651-631-5212 or 866-853-2455