



## C. Student and Parent Income Verification

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### For federal income tax filers:

If you were eligible to use the FUTURE Act Direct Data Exchange (FA-DDX) **and** your tax information was transferred and unchanged, 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 **AND** 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 **AND** 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?
<i>Melissa Johnson (example)</i>	<i>Suzy's Auto Body Shop</i>	<i>\$2,000</i>	<i>Yes</i>

(CONTINUED ON THE NEXT PAGE)

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

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**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**

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

\_\_\_\_\_  
STUDENT DATE

\_\_\_\_\_  
PARENT DATE

*Submit this completed and signed form to:*  
*University of Northwestern – St. Paul*  
*Financial Aid Office*  
*3003 Snelling Ave N*  
*St. Paul, MN 55113*

*Fax: 651-628-3332*

*Email: [financialaid@unwsp.edu](mailto:financialaid@unwsp.edu)*  
*Phone: 651-631-5212 or 866-853-2455*