



# University of Northwestern - St. Paul 2025-2026 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 bring in your photo ID (see section D).
- 2) If you and/or your parent(s) received any income in 2023, 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)		

List the people in your *parent(s)' family*, as reported on the FAFSA, 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, 2025 through June 30, 2026.
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support from July 1, 2025 through June 30, 2026.

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) <u>and</u> 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 '	vou had	to manuall	v enter	vour incom	e informa	ation or	n the FAFSA)

	Student filed a 2023 US Income Tax Return and income information did not get transferred onto the FAFSA. Student is submitting <b>SIGNED</b> copies of the first 2 pages of the 2023 federal tax return AND copies of schedules 1 and 3 (if filed).
	Student did not file and is not required to file a 2023 federal tax return:  O Student will need to submit a copy of ALL W-2s received in 2023 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 2023 federal tax return.
<u>Pare</u>	ent (check one, if parent(s) had to manually enter their information on the FAFSA)
	Parent(s) filed a 2023 federal tax return and income information did not get transferred onto the FAFSA. Student is submitting <b>SIGNED</b> copies of the first 2 pages of the 2023 federal tax return AND copies of schedules 1 and 3 (if filed).

o Parent(s) will need to submit a copy of ALL W-2s received in 2023 **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 2023 federal tax return.

If the student and/or parent did not file a federal tax return in 2023, and did earn income from employment, list employer(s), **and** provide all 2023 W-2(s) received.

□ Parent(s) **did not file** and were not required to file a 2023 federal tax return:

Name of Parent or Student	Sources	2023 Amount	IRS W-2
		Earned	Attached?
Melissa Johnson (example)	Suzy's Auto Body Shop	\$2,000	Yes

<u>The student must appear in person at University of Northwestern – St. Paul</u> 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.

## E. Sign this Worksheet

Each person signing this	form certifies that all the information			
reported on it is complet	e and correct. The student and at	Submit this completed and signed form to University of Northwestern – St. Paul		
least one parent must sig	n and date.			
•		Financial Aid Office		
		3003 Snelling Ave N		
STUDENT	DATE	St. Paul, MN 55113		
		Fax: 651-628-3332		
PARENT	DATE			

Email: <u>financialaid@unwsp.edu</u> Phone: 651-631-5212 or 866-853-2455