

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 to 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 household and income information.

- 1) Complete the Verification Worksheet and **SIGN** the worksheet. Contact the financial aid office to arrange a time to come into the office to bring your photo ID (see section D).
- 2) If you and/or your spouse received any income in 2023, we will need to verify the income. See Section C for more information about acceptable documentation for income verification.

A. Student Information (please print clearly)							
Last name	First name	MI	UNW Student ID number				
Date of Birth			Phone number (include area code)				
B. Family In	formation						

List the people in your *household*, <u>as reported on the FAFSA</u>, including:

- You (student)
- Your spouse, if you have one, and
- Your children, if they live with you OR they live apart of reasons such as being in college AND more than half of their support from July 1, 2025 through June 30, 2026.
- 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, 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 you had to manually enter your income information on the FAFSA)

П	Student (and/or spouse) Student filed a 2023 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 2023
	federal tax return AND copies of schedules 1 and 3 (if filed).
	reaction and return 71110 copies of schedules 1 and 5 (if fried).

☐ Student (and/or spouse) did not file and is not required to file a 2023 federal tax return:

Student (and/or spouse) will need to submit a copy of ALL W-2s received in 2023 <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 2023 federal tax return.

If you (and/or spouse) did not file a federal tax return in 2023, you must list employer(s) and any income received in 2023 **and** provide all 2023 W-2(s) received.

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

D. Identity (To Be Presented at University of Northwestern-St. Paul)

<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

The student signing this form certifies that all the							
information reported on it is complete and correct.							
Student	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: <u>financialaid@unwsp.edu</u> Phone: 651-631-5212 or 866-853-2455