

C. Student and Parent Income Verification

For federal income tax filers:

If you used the IRS Data Retrieval Tool (IRS DRT) when completing your FAFSA, and all of the tax information was transferred and not changed, you do not need to provide additional income documentation. Simply complete sections A, B, C (if applicable) and E of this worksheet. Then contact our office to arrange a time to meet with a financial aid counselor so that you can complete section D. If you did not use the IRS DRT, we will need some additional documentation.

Student (check one, if you did not use the IRS DRT)

- Student did not use the IRS DRT or was not able to use the IRS DRT. Student is submitting **SIGNED** copies of the first 2 pages of their 2021 federal tax return **AND** copies of schedules 1, 2, and 3 (if filed).
- Student did not file and is not required to file a 2021 federal tax return:
 - Student will need to submit a copy of ALL W-2s received in 2021 **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 2021 federal tax return.

Parent (check one, if parent(s) did not use the IRS DRT)

- Parent(s) did not use the IRS DRT or was not able to use the IRS DRT. Parent is submitting signed copies of the first 2 pages of the 2021 federal tax return **AND** copies of schedules 1, 2, and 3 (if filed).
- Parents(s) **did not file** and are not required to file a 2021 federal tax return:
 - Parent(s) will need to submit a copy of ALL W-2s received in 2021 **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 2021 federal tax return.
 - Parent(s) will also need to submit a Verification of Non-filing Letter. This can be ordered from the IRS at www.irs.gov under 'Get Your Tax Record' and then 'Get Transcript Online'. Once the parent has set up an account with the IRS, then a Verification of Non-filing letter can be obtained.

If the student and/or parent did not file a federal tax return in 2021, list employer(s) and any income received in 2021, **and** provide all 2021 W-2(s) received.

Name of Parent or Student	Sources	2021 Amount Earned	IRS W-2 Attached?
<i>Melissa Johnson (example)</i>	<i>Suzy's Auto Body Shop</i>	<i>\$2,000</i>	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 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 2023–2024.
(Name of Postsecondary Educational Institution)

_____ (Date)
(Student’s Signature)

(Student’s ID Number)

E. Sign this worksheet

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