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Northwestern College
2011-2012 Verification Worksheet

Your application was selected for review in a process called "Verification." Northwestern will be comparing information from your application with signed copies of your and your parent(s)' 2010 Federal tax forms, W-2 forms, and other financial documents. Federal law requires us to collect this information before disbursing federal aid. If there are differences between your application information and your financial documents, Northwestern may need to make corrections to the information on your FAFSA.

Please complete this verification form as soon as possible and return it to the Northwestern College Financial Aid Office so that your financial aid will not be delayed. Students will receive an award offer within two weeks once the verification process is complete.

What you should do

1. Collect your and your parent(s)' financial documents (signed Federal income tax forms, W-2 forms, ect.).
2. Contact the Financial Aid Office if you have questions about completing this worksheet.
3. Complete and **SIGN** the worksheet—you and at least one parent.
4. Submit the completed Verification worksheet and all required documents to Northwestern College.
5. Make sure you have **SIGNED** your tax return(s) before submitting them.

A. Student Information

Last Name _____ First name _____ M.I. _____ Social Security Number _____

Address (include apt. no.) _____ Date of Birth _____

City _____ State _____ ZIP Code _____ Phone number (include area code) _____

B. Family Information

List the people in your *parent(s)' household*, including:

- Yourself and your parent(s) (include stepparent) even if you don't live with your parents, and
- Your parents' other children, even if they don't live with your parent(s), if (a) your parents will provide more than half of their support from July 1, 2011through June 30, 2012, or (b) the children would be required to provide parental information when applying for Federal Student Aid, and
- Other people if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2011 through June 30, 2012.

Write the names of all household members in the space(s) below. Also, write in the name of the college for any household member, excluding your parent(s), who will be attending at least half time between July 1, 2011 and June 30, 2012, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
		Student	Northwestern College

C. Student's Tax Forms and Income Information (all applicants) Dependent

1. Check only one box below. Tax returns include the 2010 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If your parent(s) did not keep a copy of your tax return, request a copy from your tax preparer or request a free tax transcript from the IRS by calling 800-829-1040.

☐ Check here if you are attaching a signed copy of your tax return(s).
☐ Check here if a signed tax return(s) will be submitted to the school by _____ (date).
☐ Check here if you will not file and are not required to file a 2010 U.S. Income Tax Return.

2. Funds received for child support and other untaxed income. (See Question 44 of the Free Application for Federal Student Aid (FAFSA).)

Sources of Untaxed Income	2010 Amount	Sources of Untaxed Income	2010 Amount
a. Child Support	$	d.	$
b. Workman's compensation	$	e.	$
c. Untaxed Pensions	$	f.	$

3. If you did not file and are not required to file a 2010 Federal income tax return, list below your employer(s) and any income received in 2010 (use the W-2 form or other earnings statements if available).

Sources	2010 Income

D. Parent(s)' Tax Forms and Income Information

1. Check only one box below. Tax returns include the 2010 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If your parent(s) did not keep a copy of your tax return, request a copy from your tax preparer or request a free tax transcript from the IRS by calling 800-829-1040.

☐ Check here if you are attaching a signed copy of your parents' tax return(s).
☐ Check here if a signed tax return(s) will be submitted to the school by _____ (date).
☐ Check here if your parent(s) will not file and are not required to file a 2010 U.S. Income Tax Return.

2. Funds received for child support and other untaxed income. (See Question 92 of the Free Application for Federal Student Aid (FAFSA).)

Sources of Untaxed Income	2010 Amount	Sources of Untaxed Income	2010 Amount
a. Child Support	$	d.	$
b. Workman's compensation	$	e.	$
c. Untaxed Pensions	$	f.	$

3. If you did not file and are not required to file a 2010 Federal income tax return, list below your employer(s) and any income received in 2010 (use the W-2 form or other earnings statements if available).

Sources	2010 Income

E. Sign this worksheet

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

_____

Student **Date**

_____

Parent **Date**

Submit this signed form and signed copies of your tax forms to:
Northwestern College, Financial Aid Office
3003 Snelling Ave N
St. Paul, MN 55113.
Fax: 651-628-3332
Email: financialaid@nwc.edu
Phone: 651-631-5212 or 866-853-2455