



Student ID #: \_\_\_\_\_

Date received: \_\_\_\_\_

## 2018 – 2019 Verification (V1) – DEPENDENT STUDENT

Financial Aid & Scholarships Office | 231 W Sixth St Bldg. 1, Powell, WY 82435 | (800) 560-4692 or (307) 754-6158  
[www.nwc.edu](http://www.nwc.edu) | [financialaid@nwc.edu](mailto:financialaid@nwc.edu) | fax: (307) 754-6154

Students and families sometimes make errors on their applications so there is a process for verifying information and making corrections. It's called "verification" and your 2018–2019 Free Application for Federal Student Aid (FAFSA) was selected for review. The Financial Aid Office will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be revised. To complete the verification review, you must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid office. The Financial Aid Office may ask for additional information or clarification as your information is verified. If you have questions about verification, contact the Financial Aid Office.

### A Dependent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security Number (last 4 digits)
Student's Street Address (include apt. no.)			Student's Email Address
City	State	Zip Code	
Student's Home Phone Number (include area code)		Student's Alternate or Cell Phone Number	

### B Dependent Student's Family Information - Number of Household Members and Number in College

List all people in the parents' household in the chart below. Include:

- The student
- The parents (including a stepparent) even if you don't live with the parents.
- Your parents' other children if your parents will provide more than half of their support from July 1, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018–2019. Include children who meet either of these standards, even if they do not live with the parents.
- Other people if they now live with your parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

Number in College: Please include in the space below information about any household member (excluding parents) who will be enrolled, at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2018, and June 30, 2019, include the name of the college.

If more space is needed, attach a separate page with the student's name and last 4 digits of social security number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time?
Missy Jones (example)	18	Sister	Central University	Yes
		Self		

Note: The Financial Aid Office may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.



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Student's Name: \_\_\_\_\_



## Verification of 2016 IRS Income Tax Return Information for **STUDENT TAX FILERS**

Are you (student) a tax filer? (please mark one)

1. Yes  continue    2. NO  skip section C proceed to Section D

**Important Note:** The instructions below apply to the student.

**Instructions:** Complete this section if the student filed a 2016 IRS income tax return. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at <https://fafsa.gov/>.* In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

**Check the box that applies:**

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA once the 2016 IRS income tax return has been filed.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2016 IRS Tax Return Transcript(s)**. (signature not required)

A **2016 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by MAIL – Go to <https://irs.gov>, click "Get Your Tax Record." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." (*Unless* you have amended your return then you will need both the Account and Return transcripts).
- Get Transcript ONLINE – Go to <https://irs.gov>, click "Get Your Tax Record." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." (*Unless* you have amended your return then you will need both the Account and Return transcripts).

**NOTE:** To use the "Get Transcript Online" tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans CANNOT be used) in the user's name, (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan), and (4) the SSN, date of birth, filing status, and mailing address from the most recent tax return. The transcript displays online upon successful completion of the IRS's two-step authentication.

- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

\_\_\_\_\_ Check here if a **2016 IRS Tax Return Transcript(s)** is provided.

\_\_\_\_\_ Check here if a **2016 IRS Tax Return Transcript(s)** will be provided later.

*Verification is not complete until the student has successfully used the IRS DRT process to amend their FAFSA, or their IRS tax return transcript has been submitted to NWC's Financial Aid Office.*



Student ID #: \_\_\_\_\_

Date received: \_\_\_\_\_

Student's Name: \_\_\_\_\_

## **D** Verification of 2016 Income Information for **STUDENT NONTAX FILERS**

If you have completed Section C on the previous page, skip this part D. If you skipped Section C on the previous page, complete this part D.

The instructions and certifications below apply to the student. Complete this section if the student will not file and is not required to file a 2016 income tax return with the IRS.

### Check the box that applies:

- The student was not employed and had no income earned from work in 2016.
- The student was employed in 2016 and has listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. You **MUST** provide copies of all 2016 IRS W-2 forms issued to the student by their employers. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	2016 Amount Earned	IRS W-2 Provided Now	IRS W-2 Provide Later
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes/No</i>	<i>Yes/No</i>
<i>Total Amount of 2016 Income Earned From Work</i>	<i>\$</i>		

**IMPORTANT:** A w-2 wage statement can also be requested by marking items #8 on form 4506-T at <https://irs.gov>

## **E** Verification of 2016 IRS Income Tax Return Information for **PARENT TAX FILERS**

Are you, the parent, a tax filer? (please mark one)

1. Yes  continue    2. NO  skip section E, proceed to Section F

**Important Note:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2016 or had a change in marital status after the end of the 2016 tax year on December 31, 2016.

**Instructions:** Complete this section if the parents filed a 2016 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at <https://fafsa.gov/>.* In most cases, no further documentation is needed to verify 2016 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.



Student ID #: \_\_\_\_\_

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Student's Name: \_\_\_\_\_

**Check the box that applies:**

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA once the 2016 IRS income tax return has been filed.
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2016 IRS Tax Return Transcript(s)**. (signature not required)

**NOTE:** If the parents filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and the **2016 IRS Tax Return Transcript(s)** must be provided for each.

A **2016 IRS Tax Return Transcript** may be obtained through the:

- Get Transcript by MAIL – Go to <https://irs.gov>, click "Get Your Tax Record." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." (*Unless* you have amended your return then you will need both the Account and Return transcripts).
- Get Transcript ONLINE – Go to <https://irs.gov>, click "Get Your Tax Record." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." (*Unless* you have amended your return then you will need both the Account and Return transcripts).

**NOTE:** To use the "Get Transcript Online" tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans CANNOT be used) in the user's name, (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan), and (4) the SSN, date of birth, filing status, and mailing address from the most recent tax return. The transcript displays online upon successful completion of the IRS's two-step authentication.

- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

\_\_\_\_\_ Check here if a **2016 IRS Tax Return Transcript(s)** is provided.

\_\_\_\_\_ Check here if a **2016 IRS Tax Return Transcript(s)** will be provided later.

*Verification is not complete until the parents have successfully used the IRS DRT process to amend their student's FAFSA, or their IRS tax return transcript has been submitted to NWC's Financial Aid Office.*

**F****Verification of 2016 Income Information for PARENT NONTAX FILERS**

**If you have completed Section E, skip this part F. If you skipped Section E, complete this part F**

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2016 income tax return with the IRS.



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**Check the box that applies:**

- Neither parent was employed and had no income earned from work in 2016.
- One or both parents were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. You **MUST** provide copies of all 2016 IRS W-2 forms issued to the parents by their employers. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	2016 Amount Earned	IRS W-2 Provided Now	IRS W-2 Provide Later
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes/No</i>	<i>Yes/No</i>
<i>Total Amount of 2016 Income Earned From Work</i>	<i>\$</i>		

**IMPORTANT:** All non-tax filers are required to provide documentation from the IRS that indicates a 2016 IRS income tax return was not filed with the IRS. You will find the form 4506-T at <https://irs.gov>. A W-2 wage statement can also be requested on this form by marking item #8.

**\*\*Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority. You will need to complete a 4506-T and mark item #7 – to request a Verification of Non-filing and submitting to the IRS either via mail or fax.**

\_\_\_ Check here if confirmation of non-filing is provided.

\_\_\_ Check here if confirmation of non-filing will be provided later.

**G Certification and Signatures**

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

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**WAIT!**

*Did you fully complete this form? Did you sign this form? Did you attach required documentation? The Financial Aid Office will return any incomplete or unsigned forms for correction and it will delay your financial aid process. If you have questions concerning this form please contact the Financial Aid Office.*

**The Financial Aid Office recommends you make a copy of this worksheet for your records.**