

# 2023–24 Verification Worksheet Dependent Student

## A. Dependent Student’s Information

Student Last Name	Student First Name	Student M.I.	Student NWC ID Number (if known)
Student Home Street Address (include apt. no.)			Student Date of Birth
City	State	Zip Code	Student Email Address
Student/Parent Preferred Phone Number (include area code)			Parent Email Address

## B. Dependent Student’s Family Information

Household Members: List below **all** of the people in the parents’ household including:

- The student.
- The parents (including a stepparent) even if the student does not live with the parents.
- The parents’ other children if the parents will provide more than half of the children’s support from July 1, 2023, through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023–2024. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the 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, 2024.

In the “**College Attending**” column below, include the name of the college for any child 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, 2023 and June 30, 2024.

Full Name	Age	Relationship	College Attending (do not include parents here)	Will be Enrolled at Least Half Time?
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

### C. Dependent Student's Income Information

**C1. STUDENT TAX FILER** - Complete **C1** if the student filed a 2021 IRS income tax return. If the student filed an amended 2021 tax return, please contact the financial aid office.

- **Note:** The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA at <https://fafsa.gov/>. If you haven't used DRT, you can go back into the FAFSA to utilize it, which will expedite the verification process.

**Check ONLY 1 box below that applies:**

- The student has used the IRS DRT to transfer 2021 IRS tax information into the student's FAFSA.
- The student has not yet used the IRS DRT, but will use the tool to transfer 2021 IRS tax information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT and plans to send the school a **signed** copy of their 2021 IRS Federal Tax Return with Schedules 1-3 (if applicable). Please fax the **signed** copies to 712-707-7165. **Do not email IRS Tax Returns due to social security numbers.**
- The student would prefer to order a copy of their 2021 IRS Tax Return Transcript.
  - Order a **2021 IRS Tax Return Transcript** here: <https://www.irs.gov/individuals/get-transcript>
  - Choose either option presented on the website: Get Transcript Online or Get Transcript by Mail.
  - Make sure you order a 2021 "Tax Return" Transcript, as there are several different types.

**C2. STUDENT NONTAX FILER** - Complete **C2** only if the student did not file and is not required to file a 2021 income tax return with the IRS.

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2021.
- The student was employed in 2021 and has listed below the names of all the student's employers and the amount earned from each employer in 2021. Attach copies of all 2021 W-2 forms issued to the student by employers. List every employer even if they did not issue a W-2 form.

Employer's Name	2021 Amount Earned	W-2 Attached?
<i>(example) Suzy's Auto Body Shop</i>	<i>\$2,000.00</i>	<i>Yes</i>

**\*If no W-2 is available, please indicate the reason (not enough earned, self-employed, etc.).**

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## D. Parent's Income Information

**D1. PARENT TAX FILER(S)** - Complete **D1** if the parent(s) filed a 2021 IRS income tax return. Notify the financial aid office if the parents filed separate IRS income tax returns for 2021, filed an amended 2021 return, were victims of IRS tax-related identity theft or had a change in marital status after December 31, 2021.

- **Note:** The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA at <https://fafsa.gov/>. If you haven't used DRT, you can go back into the FAFSA to utilize it, which will expedite the verification process.

### **Check ONLY 1 box below that applies:**

- The parent(s) have used the IRS DRT to transfer 2021 IRS tax information into the student's FAFSA.
- The parent(s) have not yet used the IRS DRT but will use the tool to transfer 2021 IRS tax information into the student's FAFSA.
- The parent is unable or chooses not to use the IRS DRT and plan to send the school a **signed** copy of their 2021 IRS Federal Tax Return with Schedules 1-3 (if applicable). Please fax the **signed** copies to 712-707-7165. **Do not email IRS Tax Returns due to social security numbers.**
- The parent would prefer to order a copy of their 2021 IRS Tax Return Transcript.
  - Order a **2021 IRS Tax Return Transcript** here: <https://www.irs.gov/individuals/get-transcript>
  - Choose either option presented on the website: Get Transcript Online or Get Transcript by Mail.
  - Make sure you order a 2021 "Tax Return" Transcript, as there are several different types.

Skip Section **D2** if parents filed 2021 taxes. Complete **Section E - Certification and Signatures** to finish this worksheet.

*Northwestern College cannot complete the verification process with the Department of Education without signatures from the student and a parent with the date this worksheet was signed.*

**D2. PARENT NONTAX FILER(S)** - Complete **D2** only if the parents will not file and are not required to file a 2021 income tax return with the IRS.

The **4506-T Verification of Non-filing form is required for all parent non-tax filers** to complete the verification process. Please contact NWC Financial Aid at [finaid@nwcsiowa.edu](mailto:finaid@nwcsiowa.edu) or call 712-707-7131 to get this form sent to you.

**Check the box that applies:**

- Neither parent was employed and had no income earned from work in 2021.
- The parent(s) was employed in 2021 and has listed below the names of all the parent's employers and the amount earned from each employer in 2021. Attach copies of all 2021 W-2 forms issued to the parent by employers. List every employer even if they did not issue a W-2 form.

Employer's Name	2021 Amount Earned	W-2 Attached?
<i>(example) Suzy's Auto Body Shop</i>	<i>\$2,000.00</i>	<i>Yes</i>

**\*If no W-2 is available, please indicate the reason (not enough earned, self-employed, etc.).**

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**E. Certification and Signatures**

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

Each person signing this worksheet certifies that all information reported on it is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date. The Federal Government will not accept typed signatures.

\_\_\_\_\_

Print student's name

\_\_\_\_\_

Date

\_\_\_\_\_

Student signature—**Do not type signature**

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Parent signature—**Do not type signature**

***Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the Northwestern College financial aid office. You should make a copy of this worksheet for your records.***

**Fax: (712) 707-7165      Email: [finaid@nwcsiowa.edu](mailto:finaid@nwcsiowa.edu)**  
**Mailing address: Northwestern College Financial Aid, 101 7<sup>th</sup> St SW, Orange City, IA 51041**