

## 2023-2024 Verification Worksheet – Dependent Student

Your Free Application for Federal Student Aid (FAFSA) has been selected for review in a process called **verification**. We are required by law to compare the data provided in your FAFSA with the data provided on this form and any other documents requested by the Northwest University Student Financial Services Office. If there are differences between your FAFSA and the documents provided, corrections may be required. If you were

### Section A – Student Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ NU Student ID: \_\_\_\_\_

### Section B – Family Information

**Dependent Student** (*complete this form only if you were required to provide parent information on the FAFSA*)

In the table below, list the people in your parents' household including:

- **Yourself**, even if you do not live with your parents.
- **Your legal biological or adoptive parents** (including stepparent, if applicable), even if you do not live with your parents.
  - If your parents are divorced or separated, list the parent you lived with more during the past 12 months.
  - If you did not live with one parent more than the other, list the parent who provided more financial support during the past 12 months or during the most recent year you received support from a parent.
  - If this parent is remarried as of today, answer the questions about that parent and your stepparent.
- **Your parents' other children**, if your 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 your parents.
- **Other people** if they now live with your parents, and your parents provide more than half of the other person's support and will continue to provide more than half of that person's support through June 30, 2024.

Full Name	Age	Relationship	College Name*
<i>Example: Martha Jones</i>	<i>44</i>	<i>Mother</i>	<i>N/A</i>
		<i>Self</i>	<i>Northwest University</i>

\*List the **college name** for any household member, *excluding your parents*, only if they will **attend at least half-time a program that leads to a college degree or certificate** at an eligible postsecondary educational institution any time between July 1, 2023 – June 30, 2024. Do not include family members who are in U.S. military service academies

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## Section C – Student Tax Information

### Student (check the box that applies)

Filed a 2021 Federal Tax Return.

*If an **amended tax return** was filed for 2021, must also submit signed copy of **Form 1040X** filed with IRS in addition to original tax return.*

Earned \$0 income in 2021 and were not required to file a 2021 Federal Tax Return.

Earned income in 2021 but were not required to file a 2021 Federal Tax Return.

### Instructions

Choose an option below to provide your tax return information:

- Import your original 2021 tax information directly into the FAFSA using the IRS Data Retrieval Tool (IRS DRT).
- Request a Tax Return Transcript from the IRS for the 2021 tax year at [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript).
- Submit a signed copy of your 2021 tax return and applicable schedules filed with the IRS.

No additional documentation needed (unless there appears to be conflicting information reported on the FAFSA).

Follow the steps below to provide the required information\*:

1. List all 2021 income earned in the table below; include every source of income, even if a W-2 or 1099 was not issued.
2. Attach copies of all 2021 W-2 and/or 1099 forms.

Name of Employer	W-2/1099 Attached?	2021 Amount Earned

*\*If a **filing extension** was granted beyond the automatic six-months, you must also provide a copy of the **IRS's extension approval** and request a Verification of Non-Filing Letter from the IRS dated on or after 10/1/21 at [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript).*

## Section D – Parent Tax Information

### Parents (check the box that applies)

Filed a 2021 Federal Tax Return.

*If an **amended tax return** was filed for 2021, must also submit signed copy of **Form 1040X** filed with IRS in addition to original tax return.*

Earned \$0 income in 2021 and were not required to file a 2021 Federal Tax Return.

Earned income in 2021 but were not required to file a 2021 Federal Tax Return.

### Instructions

Choose an option below to provide your tax return information:

- Import your original 2021 tax information directly into the FAFSA using the IRS Data Retrieval Tool (IRS DRT).
- Request a Tax Return Transcript from the IRS for the 2021 tax year at [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript).
- Submit a signed copy of your 2021 tax return and applicable schedules filed with the IRS.

Follow step below to provide the required information:

- Request a Verification of Non-Filing Letter from the IRS dated on or after 10/1/21 at [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript).

Follow the steps below to provide the required information\*:

1. List all 2021 income earned in the table below; include every source of income, even if a W-2 or 1099 was not issued.
2. Attach copies of all 2021 W-2 and 1099 forms.
3. Request a Verification of Non-Filing Letter from the IRS dated on or after 10/1/21 at [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript).

Name of Employer	W-2/1099 Attached?	2021 Amount Earned

*\*If a **filing extension** was granted beyond the automatic six-months, you must also provide a copy of the **IRS's extension approval**.*

## Section E – Signature(s)

By signing below, I (we) certify that all information reported on this worksheet is complete and correct (only one parent whose information is provided must sign). **All verification documents must be submitted to Student Financial Services 14 days prior to the student's last day of attendance. If not received by this deadline, all financial aid will be forfeited.**

\_\_\_\_\_/\_\_\_\_\_  
Student Signature (required)                      Date

\_\_\_\_\_/\_\_\_\_\_  
Parent Signature (required)                      Date

