



Northwest LTC Financial Aid Verification Worksheet 2018-2019

Your application was selected for review in a process called "verification." In this process, we are required by federal law (34 CFR, Part 668) to compare the information from your application with the information provided on this form and with copies of your 2016 federal tax transcript (and your spouse's if you are married, or parent (s)' if you are considered dependent for federal aid process). If there are differences between your application and the documents you submitted, corrections will be made. Verification for Pell eligible students must be completed no later than 90 days after student's last date of attendance at NWLTC or August 31, 2019, whichever is earlier. Verification documents must be submitted no later than 30 days after the last date attended. Verification for SEOG, and Stafford and PLUS loan students must be completed 10 days prior to student's last day of attendance for a semester. **We cannot process your financial aid until verification has been completed, so please provide the required documents as soon as possible.**

Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both. If we suspect that you have purposely given false or misleading information, we will report this information to the Office of Inspector General; 1-800-MISUSED.

What you should do:

1. If you did not use IRS Data Retrieval Tool when completing your FAFSA, collect your (and if applicable, your spouse's or parent(s)') **2016 IRS Tax Transcript**. Submit IRS transcript(s) to NWLTC Financial Aid Office.
2. Complete this form and provide the required signatures (yours and your parents(s)', if applicable). Submit completed form to NWLTC Fin Aid Office.
3. Do not make any further corrections to the FAFSA once you have submitted this form. **Note:** This Form will be returned to you if information is not fully and accurately completed.

A. STUDENT INFORMATION

Last Name	First Name	M.I.	Campus ID number
Address (include apt. #)			Date of birth
City	State	Zip Code	() / () Home phone number / Cell phone number

B. FAMILY INFORMATION How do you determine whether you are a DEPENDENT or an INDEPENDENT STUDENT?

An INDEPENDENT STUDENT will be able to state at least one of the following statements to be true: Please indicate below by checking which statement applies to you. PROOF MAY BE REQUESTED!

If you are able to check a box below, YOU ARE AN INDEPENDENT STUDENT. If you CANNOT check a box below, YOU ARE A DEPENDENT STUDENT.

- You were born before January 1, 1995.
- You were married, as of the day you filed the Free Application for Federal Student Aid (FAFSA).
- You have children for whom you will provide more than half of their support from July 1, 2018 through June 30, 2019.
- You have dependents (other than your children or spouse) who live with you and you provided more than half of their support and will continue to provide more than half of their support from July 1, 2018 through June 30, 2019.
- When you were 13 years or older you were: an orphan (both parent's deceased), in foster care, or a ward/dependent of the court
- You are a veteran of the U.S. Armed Forces.
- You are currently serving on active duty in the U.S. Armed Forces for purposes other than training.
- You are an emancipated minor as determined by a court in your state of legal residence.
- You are in legal guardianship as determined by a court in your state of legal residence.
- You are an unaccompanied homeless youth as determined by either: your high school or school district homeless liaison, the director of an emergency shelter program funded by HUD, or the director of a runaway or homeless youth basic center transitional living program.

Check ONE box below based on the definition of an independent student as defined above and then complete the APPROPRIATE table below.

I AM A DEPENDENT STUDENT:

I AM AN INDEPENDENT STUDENT:

List the people in your parent(s)' household. Include: Yourself – PLUS:

- Your custodial parent(s) (include step -parent)
- Your custodial parent(s)' dependent children
- Other people only 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 7/1/2018 – 6/30/2019.**

List the people in your household. Include Yourself plus:

- Your spouse, if you are married
- Your dependent children, if you will provide more than half of their support from 7/1/2018 – 6/30/2019.
- Other people if they now live with you, and you provided more than half of their support and will continue to provide more than half of their support from 7/1/2018 – 6/30/2019.

Full Name	Age	College	Relationship
		NWLTC	Self
			Mother/Stepmother
			Father/Stepfather
			Parent's Dependent Child
			Parent's Dependent Child
			Parent's Dependent Child

Full Name	Age	College	Relationship
		NWLTC	Self
			Spouse
			Your Dependent Child
			Your Dependent Child
			Your Dependent Child
			Your Dependent Child

Please check all who transferred IRS information to the FAFSA via the IRS DATA Retrieval Tool (DRT):

Student has used IRS DRT Parent(s) has used IRS DRT Spouse of student has used IRS DRT

C. TAX TRANSCRIPTS AND INCOME INFORMATION - IF YOU ARE UNABLE OR CHOOSE NOT TO USE THE IRS DATA RETRIEVAL TOOL, YOU MUST SUBMIT AN OFFICIAL IRS TAX TRANSCRIPT FROM THE IRS DEPARTMENT.

SECTION 1- TAX FILERS

Provide IRS Tax Return Transcript: You may request a transcript at 1(800) 829-1040 or submit an online request at www.IRS.GOV and select "Get Transcripts of your Tax Records". Be sure to choose "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript"

<p>STUDENT TAX INFO: (Check one box only)</p> <p><input type="checkbox"/> I have submitted a 2016 IRS Return Transcript</p> <p><input type="checkbox"/> I will not file and am not required to file a 2016 tax return. Proceed to Section 2.</p>
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<p>PARENT TAX INFO (DEPENDENT STUDENTS)</p> <p>Parent(s): (Check one box only)</p> <p><input type="checkbox"/> I (we) have submitted a 2016 IRS Return Transcript</p> <p><input type="checkbox"/> I (we) will not file and are not required to file a 2016 U.S. Income Tax Return. Proceed to Section 2</p>	<p>SPOUSE TAX INFO (INDEPENDENT STUDENTS)</p> <p>Spouse: (if married) (Check one box only)</p> <p><input type="checkbox"/> I have submitted a 2016 IRS Return Transcript</p> <p><input type="checkbox"/> I will not file and am not required to file a 2016 U.S. Income Tax Return. Proceed to Section 2</p>
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SECTION 2 – NON TAX FILERS - If you did not file taxes in 2016, you must:

1. Submit a Non-Tax Filer form (IRS form 4506-T) from the IRS AND
2. Submit a W-2 form for each source of employment income, or, if you did not receive a W-2 form, you must list the source/amount of income in the table below:

2016 Source of Income (i.e. Name of Employer or "NONE")	Is income listed for student, spouse, or parent(s)? Circle one:	2016 Income Amount (Annual Amount)	Received W-2? If "yes" attach W-2
	Student / Parent / Spouse	\$	
	Student / Parent / Spouse	\$	
	Student / Parent / Spouse	\$	
	Student / Parent / Spouse	\$	

D. FUNDS RECEIVED FOR CHILD SUPPORT AND OTHER UNTAXED INCOME:

Both tax filers and non-tax filers must list any untaxed income received in 2016.

Enter zeros if no funds were received.

Student/Spouse Annual Amount	Calendar year 2016	Parent(s) Annual amount
\$	Child support received for all children. Do not include foster care or adoption payments	\$
\$	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 forms in boxes 12a through 12d, codes D, E, F, G, H, and S. (If an amount is entered, please submit a copy of W-2 to the NWLTC Financial Aid Office)	\$
\$	Housing, food and other living allowances paid to members of the military, clergy and others (Do not include the value of on-base military housing or the value of a basic military allowance for housing.)	\$
\$	Veteran's noneducation benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$
\$	Other untaxed income not reported, such as worker's compensation, disability, untaxed portions of IRA distributions and/or pensions, tax exempt interest income, etc. (Do not include student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security, Supplemental Security Income (SSI), Workforce Investment Act educational benefits, on-base military housing or the value of a basic military allowance for housing, combat pay (if your parents are not tax filers), benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels)	\$
\$	Money received or repaid on your (student's) behalf (e.g. bills), not reported elsewhere on this form.	\$

G. SIGN THIS WORKSHEET

Each person signing this form certifies that all the information reported on it is complete and correct. I (we) understand that if there are differences between the application and verification documents, corrections may be required. The FA office will submit the corrections electronically and you will be notified by the receipt of a new Student Aid Report from the U. S. Department of Education Central Processing Center. If you are a dependent student, at least one parent must sign this form.

Student's Signature

Date

Parent Signature (if dependent student)

Date