



2018-2019 INSTITUTIONAL VERIFICATION INDEPENDENT STUDENT

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. Student's Information

Last Name	First Name	M.I.	SSN
Address		Date of Birth	
City, State, Zip Code		Email Address	
Home Phone Number		Cell Phone Number	

B. Family Information

List below the people in the students' household. Include:

- The student
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of their support from July 1, 2018, through June 30, 2019, even if the children do not live with the student.
- Other people if they now live with the student and the student or spouse provides 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, 2019.

Number in College: Include in the space below information about any household member who is, or 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, and include the name of the college.

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

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>self</i>	<i>Northwest-Shoals CC</i>	

Note: We 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.

C. Tax Filers Income Information

Student Tax Filers - Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016.

Instructions: Complete this section if the student and spouse filed or will file 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 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:

- Check here if the student has used the IRS DRT in *FAFSA on the Web* to transfer my (and, if married, my spouse's) 2016 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
- Check here if the student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer my (and, if married, my spouse's) 2016 IRS income tax return information into the student's FAFSA.
- Check here if the student is unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a 2016 IRS Tax Return Transcript(s) – not photocopies of the income tax return.

A 2016 Tax Return Transcript may be obtained through:

- Get Transcript by MAIL – Go to www.irs.gov, under the Tools heading, 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”.
- Get Transcript ONLINE – Go to www.irs.gov, under the Tools heading, 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”. 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, and (3) specific financial account numbers (such as credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

If the student and spouse 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.

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

D. Tax Non-Filers Income Information

Student Nontax Filers – Important Note: The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2016 income tax return with the IRS.

Check the box that applies:

- Check here if the student and spouse were not employed and had no income earned from work in 2016. Please 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.
- Check here if the student and/or spouse 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 or an equivalent document is provided. (Provide copies of all 2016 IRS W-2 forms issued to the student and spouse 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	IRS W-2 or an Equivalent Document Provided? (Yes or No)	Annual Amount Earned in 2016
<i>Total Amount of Income Earned From Work</i>		\$

E. Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct.

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

Print Student's Name

Student's ID Number

Student's Signature

Date

Spouse's Signature (Optional)

Date

Financial Aid Personnel Signature

Date

Please note processing may take 2-3 weeks after documents are received, especially during peak processing times. Therefore, we ask you turn in Verification according to the Deadlines below:

Semester

Fall 2018 (August- December 2018)

Spring 2019 (January- May 2019)

Summer 2019 (May-August 2019)

Deadline

August 1, 2018

December 7, 2018

May 10, 2019