



## 2019-2020 INSTITUTIONAL VERIFICATION DEPENDENT STUDENT

Your 2019-2020 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 and a parent whose information was reported on the FAFSA 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 parents' household. Include:

- The student
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of their support from July 1, 2019, through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019-2020. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the 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, 2020.

Number in College: Include in the space below information about any household member (excluding the parents of dependent student) 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, 2019, and June 30, 2020, 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** - Complete this section if the student filed or will file a 2017 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 2017 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 2017 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 2017 IRS income tax return information into the student's FAFSA.
- Check here if the student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a 2017 IRS Tax Return Transcript(s).

A 2017 Tax Return Transcript may be obtained through:

- Get Transcript by MAIL – Go to [www.irs.gov](http://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”. The transcript is generally received 10 business days from the IRS's receipt of the online request.
- Get Transcript ONLINE – Go to [www.irs.gov](http://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 a 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.

**Parent Tax Filers** – 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 return for 2017 or had a change in marital status after December 31, 2017.

**Instructions:** Complete this section if the parent filed or will file a 2017 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 2017 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 here if the parent(s) have used the IRS DRT in *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student's FAFSA.
- Check here if the parent(s) have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2017 IRS income tax return information into the student's FAFSA.
- Check here if the parent(s) are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2017 IRS Tax Return Transcript(s)**.

A 2017 Tax Return Transcript may be obtained through:

- Get Transcript by MAIL – Go to [www.irs.gov](http://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”. The transcript is generally received within 10 business days from the IRS's receipt of the online request.

- **Get Transcript ONLINE** – Go to [www.irs.gov](http://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 a credit card number or an account number for a 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 parents filed separate 2017 IRS income tax returns, the IRS DRT cannot be used and the **2017 Tax Return Transcript(s)** must be provided for each.

#### D. Tax Non-Filers Income Information

**Student Nontax Filers** – Important Note: Complete this section if the student will not file and is not required to file a 2017 income tax return with the IRS.

Check the box that applies:

- Check here if the student was not employed and had no income earned from work in 2017.
- Check here if the student was employed in 2017 and have listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is provided. (Provide copies of all 2017 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	IRS W-2 Provided? (Yes or No)	Annual Amount Earned in 2017
<i>Total Amount of Income Earned From Work</i>		\$

**Parent Nontax Filers** – Important Note: the instructions and certifications below apply to each parent included in the household. Complete this section if the parent(s) will not file and is not required to file a 2017 income tax return with the IRS.

- Check here if neither parent was employed, and neither had income earned from work in 2017. **Please provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2017 IRS Income Tax Return was not filed with the IRS or other relevant tax authority.**
- Check here if one or both parents were employed in 2017 and have listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form or an equivalent document is provided. (Provide copies of all 2017 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.

Employer’s Name	IRS W-2 Provided? (Yes or No)	Annual Amount Earned in 2017
<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. The student and one parent whose information was reported on the FAFSA must sign and date.

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

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 Print Student's Name

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 Student's ID Number

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 Student's Signature

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 Date

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 Parent's Signature

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 Date

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 Financial Aid Personnel Signature

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 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 2019 (August- December 2019)

Spring 2020 (January- May 2020)

Summer 2020 (May-August 2020)

**Priority Deadline**

July 26, 2019

November 22, 2019

May 1, 2020