



Your FAFSA application was selected for review by the U.S. Department of Education in a process called *Verification*. In this process, the Office of Financial Aid will compare information from your FAFSA with your 2017 IRS tax information. Due to Federal Aid regulations, NNU is required to collect this information before awarding Federal Aid. If there is a difference between your FAFSA and information on any of your verification documents, the university will make the correction electronically.

Complete this verification form and submit it to your financial aid administrator as soon as possible. The Office of Financial Aid cannot fully process your financial aid without this information.

Dependent Student Information

Last Name	First Name	MI	Phone Number	SSN
Street Address			City	State Zip
Date of Birth	Student ID #	Email Address		

Household Information

Write the names of all household members below. (Attach additional sheet of paper if necessary) Include:

- **Yourself**
- **Your parent(s)**, including a stepparent, even if you do not live with your parent(s)
- **Your parent(s)' other children**, even if they do not live with your parent(s), if (a) your parent(s) will provide more than half of their support from July 1, 2019, through June 30, 2020, or (b) the children would be required to provide parental information if they were applying for Federal Student Aid.
- **Other people, if they now live with your parent(s)** and your parent(s) provide more than half of their support and will continue to provide more than half of their support from July 1, 2019, through June 30, 2020.

Also, write in the name of the college for any household member who will be attending college *at least half-time* between July 1, 2019, and June 30, 2020, and will be enrolled in a degree, diploma, or certificate program. Parents are part of the household, however, not included in the college count.

Full Name	Age	Relationship	Name of College	Will be Enrolled at least Half Time (Yes or No)

Dependent Student's – Income Information Complete EITHER section 1 OR 2 below.

1. STUDENT TAX RETURN FILERS

Instructions: 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 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer. Contact the NNU Office of Financial if more information is needed about using the IRS DRT within your FAFSA.

Check the ONE box that applies.

- The student **has used** the IRS DRT within FAFSA on the Web to transfer 2017 IRS income tax return information into the student's FAFSA.
- 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.
- The student is **unable** or **chose not to use** the IRS DRT in FAFSA on the Web, and **instead will provide** the school a **2017 IRS Federal Tax Return Transcript(s)** from the IRS OR a **signed** 2017 tax return.

A 2017 IRS Tax Return Transcript may be obtained through:

- Get Transcript by MAIL/ONLINE : Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL" or 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.

2. STUDENT TAX RETURN NONFILERS

Complete this section if the student will not file and is **not required** to file a 2017 income tax return with the IRS.

I certify that I (the student) did not file, and was not required to file, a 2017 income tax return with the IRS.

Additionally, check the ONE box that applies.

- The student was not employed and had no income earned from work in 2017.
- The student was employed in 2017 and earned income, however, did not file. Please list below the names of all the student's employers, the amount earned from each employer and whether an IRS W-2 was provided or not.
Provide copies of all 2017 IRS W-2 forms. If not explain why.

Employer's Name / Sources of Income	2017 Income Earned	IRS W-2 Provided?

Parent(s)' Income Information. Complete EITHER section 1 OR 2.

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 returns for 2017 or had a change in marital status after December 31, 2017.

1. PARENT TAX RETURN FILERS

Instructions: Complete this section if the parent(s) filed a 2017 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT)* within the Parent Financial section of the FAFSA. (FAFSA.gov) In most cases, no further documentation is needed to verify 2017 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed. Contact the NNU Office of Financial Aid if more information is needed about using the IRS DRT on the student's FAFSA.

Check the ONE box that applies.

- The parent(s) **have used** the IRS DRT within FAFSA to transfer 2017 IRS income tax return information into the student's FAFSA.
- The parent(s) **have not yet used** the IRS DRT within FAFSA on the Web, but **will use** the tool to transfer 2017 IRS income tax return information into the student's FAFSA.
- The parent(s) are **unable** or **chose not to use** the IRS DRT in FAFSA on the Web and **instead will provide** the school with a **2017 IRS Federal Tax Return Transcript(s)** from the IRS **OR** a **signed** 2017 tax return.

A 2017 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by MAIL/ONLINE** : Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL" or 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.

2. PARENT TAX RETURN NONFILERS

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and **are not required** to file a 2017 income tax return with the IRS.

Check the ONE box that applies.

- The student's parent(s) were not employed and had no income earned from work in 2017.
- The student's parent(s) were employed in 2017 and earned income, however did not file. Please list below the names of all the parents' employers, the amount earned from each employer and whether an IRS W-2 was provided or not.
Provide copies of all 2017 IRS W-2 forms. If not explain why.

Employer's Name / Sources of Income	2017 Income Earned	IRS W-2 Provided?

ALL NONFILERS MUST 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 confirmation of nonfiling is provided.
- Check here if confirmation of nonfiling will be provided later.

A Verification of Non Filing form (VONF) may be obtained by going to irs.gov/Individuals/Get-Transcript and choosing "Get Transcript Online". You may also fill out and mail in a 4506-T form, which can be found at financialaid.nnu.edu/forms under the "Verification" heading. For assistance, contact the NNU Office of Financial Aid.

DON'T FORGET TO SIGN THE FORM ON THE NEXT PAGE

Sign the Worksheet

I/We affirm that the information provided in this application and supporting documentation (if applicable) is true and correct. I/We understand that any false statements or misrepresentations will be cause for denial, reduction, cancellation, or repayment of financial aid.

The student and one parent or spouse whose information was reported on the FAFSA must sign and date.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Submit this worksheet and other documentation to: Office of Financial Aid, 623 S. University Blvd., Nampa, ID 83686
Fax: 208.467.8375 Email: financialaid@nnu.edu Phone: 208.467.8638

Revised 09/2018