



Student ID #: \_\_\_\_\_

Date received: \_\_\_\_\_

## 2024 – 2025 Verification (V1) – DEPENDENT STUDENT

Financial Aid & Scholarships Office | 231 W Sixth St Bldg. 1, Powell, WY 82435 | (800) 560-4692 or (307) 754-6158  
[www.nwc.edu](http://www.nwc.edu) | [financialaid@nwc.edu](mailto:financialaid@nwc.edu) | fax: (307) 754-6154

Students and families sometimes make errors on their applications so there is a process for verifying information and making corrections. It's called "verification" and your 2024–2025 Free Application for Federal Student Aid (FAFSA) was selected for review. The Financial Aid Office will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be revised. To complete the verification review, you must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid office. The Financial Aid Office may ask for additional information or clarification as your information is verified. If you have questions about verification, contact the Financial Aid Office.

### A Dependent Student's Information

Student's Last Name	First Name	M.I.	Social Security Number (last 4 digits)
Street Address (include apt. no.)			Email Address
City	State	Zip Code	
Home Phone Number (include area code)		Alternate or Cell Phone Number	

### B Dependent Student's Family Size

Family Size - Includes the following:

- The student.
- The student's parents, even if the student is not living with them. Exclude a parent who has died or is not living in the household because of separation or divorce. Include a parent who is on active duty in the U.S. Armed Forces apart from the family.
- The student's siblings if the following are true:
  - They live with the student's parents (or live apart because of college enrollment),
  - They receive more than half of their support from the student's parents, and
  - They will continue to receive more than half their support from the student's parents during the award year.
- Other persons if the following are true:
  - They live with the student's parents,
  - They receive more than half of their support from the student's parents, and
  - They will continue to receive more than half their support from the student's parents during the award year.

The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with whom the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S tax return at the time of completing the 2024-2025 FAFSA. As a result, the parent should not include any unborn children in the family size.

*If more space is needed, attach a separate page with the student's name and last 4 digits of social security number at the top.*

Full Name	Age	Relationship
		SELF



Student ID #: \_\_\_\_\_

Date received: \_\_\_\_\_

Student's Name: \_\_\_\_\_

## **C** Verification of 2022 IRS Income Tax Return Information for **STUDENT TAX FILERS**

Are you (student) a tax filer? (please mark one)

1. Yes  continue    2. NO  skip Section C proceed to Section D

**Important Note:** The instructions below apply to the student. Notify the Financial Aid Office if the student or spouse filed separate IRS income tax returns for 2022 or had a change in marital status after the end of the 2022 tax year on December 31, 2022.

**Instructions:** Complete this section if the student filed or will file a 2022 IRS income tax return. As part of federal student aid eligibility, students, and spouses (as appropriate), will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the student and spouse filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

A **2022 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "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), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "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.

\_\_\_\_\_ Check here if a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable forms and schedules and all W-2 forms** is provided.

\_\_\_\_\_ Check here if a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return, applicable forms and schedules, as well as all W-2 forms** will be provided later.

*Verification is not complete until all required contributors have given consent on your FAFSA application to import federal tax information into the FAFSA, or their IRS tax return transcript has been submitted to NWC's Financial Aid Office.*



Student ID #: \_\_\_\_\_

Date received: \_\_\_\_\_

Student's Name: \_\_\_\_\_

## **D** Verification of 2022 Income Information for **STUDENT NONTAX FILERS**

If you have completed Section C on the previous page, skip this Section D. If you skipped Section C on the previous page, complete this Section D.

The instructions and certifications below apply to the student. Complete this section if the student will not file and is not required to file a 2022 income tax return with the IRS.

### Check the box that applies:

- The student was not employed and had no income earned from work in 2022.
- The student was employed in 2022 and has listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form is provided. You **MUST** provide copies of all 2022 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	2022 Amount Earned	IRS W-2 or equivalent document(s) Provided Now	IRS W-2 or equivalent document(s) Provide Later
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes/No</i>	<i>Yes/No</i>
<i>Total Amount of 2022 Income Earned From Work</i>	<i>\$</i>		

I certify that I:

- Am not required to file a 2022 federal tax return, as defined by IRS regulations.
- Have provided copies of my 2022 W-2 Form(s) or equivalent documents which substantiate my 2022 income to the Financial Aid office

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



Student ID #: \_\_\_\_\_

Date received: \_\_\_\_\_

Student's Name: \_\_\_\_\_

## **E** Verification of 2022 IRS Income Tax Return Information for **PARENT TAX FILERS**

Are you, the parent, a tax filer? (please mark one)

1. Yes  continue    2. NO  skip section E, proceed to Section F

**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 2022 or had a change in marital status after December 31, 2022.

**Important Note:** The instructions below apply to the parent(s):

**Instructions:** Complete this section if the parents filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, parents will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the parents filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

If 2022 income tax return information for the parents was not available or could not be used, the parents should provide the institution with a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules**.

A **2022 IRS Tax Return Transcript** may be obtained through the following:

- Get Transcript by Mail – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "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), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "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.

If the parents filed separate 2022 IRS income tax returns, the ~~IRS DRT~~ cannot be used and the **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return, applicable forms and schedules and all W-2 forms** must be provided for each.

\_\_\_\_ Check here if a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return, applicable forms and schedules and all W-2 forms** is provided.

\_\_\_\_ Check here if a **2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return, applicable forms and schedules and all W-2 forms** will be provided later.

*Verification is not complete until all required contributors have given consent on your FAFSA application to import federal tax information into the FAFSA, or their IRS tax return transcript has been submitted to NWC's Financial Aid Office.*



Student ID #: \_\_\_\_\_

Date received: \_\_\_\_\_

Student's Name: \_\_\_\_\_

## **F** Verification of 2022 Income Information for **PARENT NONTAX FILERS**

**If you have completed Section E, skip this part F. If you skipped Section E, complete this part F**

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 2022 income tax return with the IRS.

### Check the box that applies:

- Neither parent was employed, and neither had income earned from work in 2022.
- One or both parents were employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form is provided. You **MUST** provide copies of all 2022 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.

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

Employer's Name	2022 Amount Earned	IRS W-2 or equivalent document(s) Provided Now	IRS W-2 or equivalent document(s) Provide Later
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes/No</i>	<i>Yes/No</i>
<i>Total Amount of 2022 Income Earned From Work</i>	<i>\$</i>		

I certify that I/we:

- Am not required to file a 2022 federal tax return, as defined by IRS regulations.
- Have provided copies of my 2022 W-2 Form(s) or equivalent documents which substantiate my 2022 income to the Financial Aid Office

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



Student ID #: \_\_\_\_\_

Date received: \_\_\_\_\_

**G****Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date.

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

 \_\_\_\_\_  
 Print Student's Name

 \_\_\_\_\_  
 Student's ID Number

 \_\_\_\_\_  
 Student's Signature

 \_\_\_\_\_  
 Date

 \_\_\_\_\_  
 Parent's Signature

 \_\_\_\_\_  
 Date
**WAIT!**

*Did you fully complete this form? Did you sign this form? Did you attach required documentation? The Financial Aid Office will return any incomplete or unsigned forms for correction and it will delay your financial aid process. If you have questions concerning this form please contact the Financial Aid Office.*

*The Financial Aid Office recommends you make a copy of this worksheet for your records.*