



FINANCIAL AID OFFICE  
2011-2012 INDEPENDENT VERIFICATION WORKSHEET  
Federal Student Aid Programs

PO Box 518  
Rhineland, WI 54501

Phone: (715) 365-4423  
Fax: (715) 365-4918  
Toll Free: (800) 544-3039

Your application was selected for review in a process called "Verification." In this process Nicolet Area Technical College (NATC) will be comparing information from your application with signed copies of your (and your spouse's, if you are married) 2010 Federal tax forms, W-2 forms and/or other financial documents. The law says we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, the NATC Financial Aid Office may need to make corrections electronically. Complete this verification form and submit it to the NATC Financial Aid Office at the address listed above with the requested supporting documentation as soon as possible, so that your financial aid will be awarded prior to NATC fee deadline date of August 8, 2011.

**What you should do**

1. Collect your (and your spouse's) financial documents (signed Federal income tax forms, W-2 forms, etc.) **Tax forms will be requested only under certain circumstances if you downloaded your tax information directly from the IRS.**
2. Complete and sign this worksheet
3. Submit the completed worksheet, tax forms, and any other documentation requested by NATC to the Financial Aid Office.
4. Talk with the Financial Aid Office staff, if you have questions about completing this worksheet
5. Your financial aid administrator will compare information on this worksheet and any supporting documents with the information you submitted on your application. The NATC Financial Aid Office may need to make corrections electronically.

**A. Student Information**

Last name	First name	M.I.	Social Security /Student ID Number
Address (include apt. number)			Date of Birth
			(       )
City	State	ZIP code	Phone number (include area code)

**B. Family Information**

List the people *in your household*, including:

- Yourself and your spouse if you have one.
- Your children, if you will provide more than half of their support from July 1, 2011, through June 30, 2012, even if they do not live with you.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2011, through June 30, 2012.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member, excluding your parent(s), who will be attending at least half time between July 1, 2011, and June 30, 2012, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College

**C. Student's Tax Forms and Income Information (all applicants)**

1. Check only one box below. Tax returns include the 2010 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If you did not keep a copy of your tax return, request a copy from your tax preparer or request an Internal Revenue Service form that lists tax account information.

- Check here if you are attaching a **signed** copy of your tax return.
- Check here if a signed tax return will be submitted to the school by \_\_\_\_\_ date.
- Check here if you will not file and are not required to file a 2010 U.S. Income Tax Return.
- Check here if you downloaded your tax information directly from the IRS site. (A copy of your taxes may be requested by the Financial Aid Office.

2. Funds received for child support and other untaxed income. (See Question 44 of the Free Application for Federal Student Aid (FAFSA).

Sources of Untaxed Income	2010 Amount	Sources of Untaxed Income	2010 Amount
a. Child Support-for any of your children		d. Unemployment for Non-tax filers	
b. <b>Boxes 12a-12d of W-2 Forms</b> (codes D, E, F, G, H and S) examples 401K, 403B, etc.		e. Other Untaxed Income: Making Work Pay Credit & First Home Buyers Credit, Etc.	
c. Workman's Compensation		f. Other Unreported Income	

3. If you did not file and are not required to file a 2010 Federal income tax return, list below your employer(s) and any income received in 2010 (used attach copies of W-2 form or other earnings statement if available).

Source	2010 Income

**D. Spouse's Tax Forms and Income Information (if student is married)**

1. Check only one box below. Tax returns include the 2010 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If you did not keep a copy of your tax return, request a copy from your tax preparer or request an Internal Revenue Service form that lists tax account information.

- Check here if you are attaching a **signed** copy of your and your spouse's joint tax return.
- Check here and attach spouse's signed tax return if your spouse filed a separate return.
- Check here if a signed spouse's tax return will be submitted to the school by \_\_\_\_\_ date.
- Check here if your spouse will not file and is not required to file a 2010 U.S. Income Tax Return.
- Check here if you downloaded your tax information directly from the IRS site. (A copy of your taxes may be requested by the Financial Aid Office.

2. Funds received for child support and other untaxed income. (See Question 44 of the Free Application for Federal Student Aid (FAFSA).

Sources of Untaxed Income	2010 Amount	Sources of Untaxed Income	2010 Amount
a. Child Support-for any of your children		d. Unemployment for Non-tax filers	
b. <b>Boxes 12a-12d of W-2 Forms</b> (codes D, E, F, G, H and S) examples 401K, 403B, etc.		e. Other Untaxed Income: Making Work Pay Credit & First Home Buyers Credit, Etc.	
c. Workman's Compensation		f. Other Unreported Income	

3. If you did not file and are not required to file a 2010 Federal income tax return, list below your employer(s) and any income received in 2010 (used attach copies of W-2 form or other earnings statement if available).

Source	2010 Income

**E. Sign this Worksheet**

Each person signing this form certifies that all the information reported On it is complete and correct. If married, spouse's signature is optional.

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

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Spouse Date

**Do not mail this form to the Department of Education. Submit this worksheet to:  
Nicolet Area Technical College  
PO Box 518  
Rhineland, WI 54501**

**\*NOTE: Don't forget to SIGN your tax forms.**