

**Financial Aid Office**  
 Red Oak Center – 217  
 PO Box 518  
 Rhinelander, WI 54501  
 (715) 365-4423 or (800) 544-3039  
 FAX: (715) 365-4918

## 2018–2019 Verification Worksheet Independent Student- Tracking Group V1



**Processing of your aid has stopped until this form and all required documentation is returned to the Nicolet College Financial Aid Office.**

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 and your parents reported on your FAFSA. To verify that you provided correct information, 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 corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Nicolet College Financial Aid Office. Nicolet College may ask for additional information. If you have questions about verification, contact the Financial Aid Office as soon as possible so that your financial aid will not be delayed.

### A. Independent Student’s Information

Student’s Last Name	Student’s First Name	Student’s M.I.	Nicolet College Student ID Number
Student’s Street Address (include apt. no.)			Student’s Date of Birth
City	State	Zip Code	Student’s Nicolet College Email Address
Student’s Home Phone Number (include area code)			Cell Phone Number (include area code)

### B. Independent Student’s Family Information

Number of Household Members: List below the people in your household. Include:

- **Yourself**
- Your spouse, if you are married.
  - Consistent with the Defense of Marriage Act (DOMA), same-sex couples must report their status as married if they were legally married, as of the date the FAFSA was filed, in a state or foreign country that permits same-sex marriage. Student in this status should list their spouse below.
- Your and/or your spouse’s children if you and/or your spouse will provide more than half of the children’s support from July 1, 2018, through June 30, 2019, even if the children do not live with you.
- Other people if they now live with you and you and/or your spouse provide more than half of the other people’s support and will continue to provide more than half of their support through June 30, 2019.

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

Full Name	Age	Relationship	College	Will be enrolled in college at least half time
Missy Jones (example)	27	Spouse	Central University	Yes
		Self		

*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. Complete only if you are a Non-Tax Filer- If you filed taxes skip to Part D**

**Student- Complete below and attach all 2016 W-2 forms.** Complete this section if you, the student, will not file and are not required to file a 2016 income tax return with the IRS. If more space is needed, provide a separate page with your name and Nicolet College student ID number at the top.

- The student will not file a tax return and had no income earned from work in 2016.
- The student will not file a tax return but earned income from work in 2016. List employer(s) and income below.

**Student- List name of all employers in 2016 and attach W-2 forms.**

Employer's Name	2016 Amount Earned
Suzy's Auto Body Shop (example)	\$2,000.00

Student must provide documentation from the IRS or other relevant tax authority dated on or after 10/01/2017 that indicates a 2016 income tax return was not filed with the IRS or other relevant authority.

- Confirmation of non-filing is provided.

**Spouse- Complete below and attach all 2016 W-2 forms.** Complete this section if you, the spouse of the student, will not file and are not required to file a 2016 income tax return with the IRS. If more space is needed, provide a separate page with your name and Nicolet College student ID number at the top.

- The student's spouse will not file a tax return and had no income earned from work in 2016.
- The student's spouse will not file a tax return but earned income from work in 2016. List employer(s) and income below.

**Spouse- List name of all employers in 2016 and attach W-2 forms.**

Employer's Name	2016 Amount Earned
Suzy's Auto Body Shop (example)	\$2,000.00

Student must provide documentation from the IRS or other relevant tax authority dated on or after 10/01/2017 that indicates a 2016 income tax return was not filed with the IRS or other relevant authority.

- Confirmation of non-filing is provided.

**D. Complete only if you are a Tax Filer: Please read to understand your two choices**

\*Notify the Financial Aid Office if you or your spouse filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016.

- Using the **IRS Data Retrieval Tool in FAFSA on the Web** is the preferred way to verify income. If you have not already used the tool, go to [FAFSA.gov](http://FAFSA.gov), log in to your FAFSA record, select "Make FAFSA Corrections", and navigate to the Financial Information section of the form. Follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into your FAFSA. If you need more information about when, or how to use the IRS Data Retrieval Tool contact the Financial Aid Office.

I have used the **IRS Data Retrieval Tool** to transfer 2016 IRS income and tax information into the FAFSA.

- If you are unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, you will need to submit a 2016 IRS tax return transcript(s)—not photocopies of the income tax return. Transcripts generally arrive in 10 business days from the date received by the IRS.

- Online Request** – Go to [www.IRS.gov](http://www.IRS.gov), click "Get Your Tax Record". Click "Get a Tax Transcript". Click "Get Transcript by MAIL" or "Get Transcript Online". Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Telephone Request** – 1-800-908-9946
- Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T found at [www.IRS.gov](http://www.IRS.gov)

**If you are married and you and your spouse filed separate 2016 tax returns, you must submit tax return transcripts for both you and your spouse.**

IRS 2016 IRS tax return transcript(s) is attached to this worksheet.

*\*If you filed an amended IRS Tax Return 1040X, were a victim of tax related identity theft, or were granted a filing extension by the IRS, please contact the Nicolet College Financial Aid Office for more information.*

 **The verification process has stopped until an IRS Tax Return Transcript is received or the IRS DRT is completed.**

**E. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

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

**The student must sign and date.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (Optional)

\_\_\_\_\_  
Date

**Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the Nicolet College Financial Aid Office. You should make a copy of this worksheet for your records.**