

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 V5



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 the students’ 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. Students 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 the student’s 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 (and, if married, the student’s spouse) will not file a tax return and had no income earned from work in 2016.
- The student (and, if married, the student’s spouse) 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 spouse filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016.

1. 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, 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.

2. 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, 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

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. High School Completion Status

You must submit documentation of high school completion or an equivalent along with this worksheet.

Check the box of the document you will attach to this worksheet:

- High school diploma.
- An official copy of the student’s final official High school transcript that shows the date when the diploma was awarded.
- A copy of your General Educational Development (GED) certificate, an official GED transcript that indicates the student passed the exam, or a state-authorized high school equivalent certificate.
- A student who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document.
- Academic transcript of a successfully completed two-year program acceptable for full credit toward a bachelor’s degree.
- A homeschooled student from a state where state law requires the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- A homeschooled student from a state where state law does not require the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

F. Documentation of Identity/Statement of Educational Purpose

Identity and Statement of Educational Purpose (To Be Signed at the Institution)

The student must appear in person at Nicolet Area Technical College to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver’s license, other state-issued ID, or passport. The institution will maintain a copy of the student’s photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student’s ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose
 (Print Student’s Name)
 and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Nicolet Area Technical College for 2018-2019.

_____	_____	_____
(Student’s Signature)	(Date)	(Student’s ID Number)
_____	_____	
(Financial Aid Administrator Signature)	(Date)	

Identity and Statement of Educational Purpose (To Be Signed in the Presence of a Notary)

If the student is unable to appear in person at Nicolet Area Technical College to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver’s license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

Notary’s Certificate of Knowledge: If you cannot appear in person to submit this worksheet, you will need to provide a copy of your government issued ID and this worksheet notarized by a public notary.

State of _____ City/County of _____ on _____

before me, _____ personally appeared, _____
 (Notary’s Name) (printed name of signer)

And provided to me on basis of satisfactory evidence of identification _____
 (Type of government-issued photo provided)

To be the above-named person who signed the foregoing instrument.

_____	_____	_____
(Notary Signature)	(Date)	(Date commission expires)

(Official Seal)

Student Name: _____

Nicolet College Student ID Number: _____

G. 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

Parent's Signature

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.