NORTH CENTRAL UNIVERSITY

2023-2024 Dependent Student Verification Form

Financial Aid Office
P: 800.289.6222 / 612.343.4485
F: 612.343.8067
finaid@northcentral.edu

Your FAFSA was selected for a review process called "Verification." The Department of Education requires the Financial Aid Office to collect additional information before we can create your financial aid package. If there are differences between your FAFSA information, this worksheet, and/or other financial documents, the Financial Aid Office may need to make corrections to the information on your FAFSA. If you have any questions about verification, please contact the Financial Aid Office.

A. Dependent Student's Information

_____
Student's Last Name   Student's First Name   Student's M.I.

_____
Student's Street Address (include apt. no.)

_____
City   State   Zip Code

_____
Student's Email Address

_____
Student's NCU ID Number

_____
Student's Date of Birth

_____
Student's Phone Number (include area code)

_____
Parent's Phone Number (include area code)

B. Dependent Student's Family Information

List below the people in your parent(s)' household and include:
- Yourself
- Your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2023, through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023-2024. Include children who meet either of these standards, even if they do not live with your parent(s).
- 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 through June 30, 2024.

- Number in College: Include in the space below information about any household member who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2023, and June 30, 2024, and include the name of the college.

Family Member's Full Name	Age	Relationship To Student	College	Will be Enrolled at Least Half Time (Yes or No)
1.		*Self*	North Central University	Yes
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Student's Name: _____

C. Student's Tax Filing Status and Income Information

☐ Yes, I filed a 2021 Federal Tax Return.

    ☐ I used <u>OR</u> will use the IRS Data Retrieval Tool in the FAFSA.

    ☐ I provided <u>OR</u> will provide a 2021 IRS Tax Return Transcript.

☐ No, I did not file a 2021 Federal Tax Return.

    ☐ I was not employed and had no income earned from work in 2021.

    ☐ I was employed in 2021 and have listed below the names of all employers and the amount earned from each employer in 2021. ***Please provide a copy of all W-2s from 2021***

Employer's Name	2021 Amount Earned

D. Parent's Tax Filing Status and Income Information

☐ Yes, I/we filed a 2021 Federal Tax Return.

    ☐ I used <u>OR</u> will use the IRS Data Retrieval Tool in my child's FAFSA.

    ☐ I provided <u>OR</u> will provide a 2021 IRS Tax Return Transcript.

☐ No, I/we did not file a 2021 Federal Tax Return. ***Please submit a copy of an IRS Verification of Non-filing Letter***

    ☐ I was not employed and had no income earned from work in 2021.

    ☐ I was employed in 2021 and have listed below the names of all employers and the amount earned from each employer in 2021. ***Please provide a copy of all W-2s from 2021***

Employer's Name	2021 Amount Earned

E. 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 this worksheet.

<div style="border:1px solid black; padding:8px;">
<u>WARNING</u>: **If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**
</div>

_____   _____

Student's Signature   Date

_____   _____

Parent's Signature   Date

Please return form to:
Financial Aid Office • North Central University • 910 Elliot Avenue • Minneapolis, MN 55404
Fax: 612.343.8067

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Important Verification Information

- **Identifying who is considered a parent on the FAFSA**

  The following people **DO NOT** qualify as your parents unless they have adopted you:

    - Stepparent who is NOT currently married to your parent
    - Grandparents
    - Foster parents
    - Legal guardians
    - Older brothers or sisters
    - Aunts or uncles

  If you are still unsure who to report as a parent on your FAFSA, please visit or call:

Online:	**Phone:**
www.studentaid.ed.gov/fafsa/filling-out/parent-info	800-4-FED-AID (800-433-3243)

- **IRS Data Retrieval Tool Information**

  Reasons you would **not** be eligible for the IRS Data Retrieval Tool:

  o The student/parent is married, and either the student/parent or his/her spouse filed as Married Filing Separately.
  o The student/parent is married, and either the student/parent or his/her spouse filed as Head of Household.
  o The parents' marital status is "Unmarried and both legal parents living together."
  o The student/parent filed a Puerto Rican foreign tax return.

  If you are unable to use the Data Retrieval Tool, please see the next page for directions to request a tax return transcript.

  How to use the Data Retrieval Tool:

  1. If you have already submitted a FAFSA and are going back in to use the Data Retrieval Tool, log back into your already submitted FAFSA using your FSA ID and password. Click "Make a Correction" and go to the "Financial Information" section.
  2. There will be a series of questions:
      a. For 2021, have you completed your IRS income tax return or another tax return? **Select: Already Completed.**
      b. What income tax return did you file for 2021? **Select: IRS Form 1040**
      c. For 2021, what is your tax filing status according to your tax return? **Select how you filed.**
      d. The FAFSA should present an option to transfer your tax information with the Data Retrieval Tool. Click "Proceed to IRS."
  3. Click "Proceed to IRS" again to connect to the IRS website.
  4. On the IRS website, enter the requested information **EXACTLY** as it appears on your 2021 tax return. If you get an error that there's no match, double check your information, including the exact mailing address on your return. Click "Submit."
  5. Click "Transfer my tax information into the FAFSA," and then click "Transfer Now."
  6. If you made a correction on an already submitted FAFSA, make sure to resubmit your FAFSA at the end.

Please allow 2-3 days for the Financial Aid Office to receive your submitted or resubmitted FAFSA. If you use the IRS Data Retrieval Tool, you will not need to request an IRS tax return transcript.

- **IRS Tax Return Transcript Information**

  How to request a 2021 Tax Return Transcript (choose one):

  What you'll need:
  1. Your Social Security Number
  2. Your date of birth
  3. The address you filed your 2021 taxes with

ONLINE (Get by Mail): Go to: https://www.irs.gov/individuals/get-transcript ○ Click "Get Transcript by Mail." ○ Fill in requested information → Continue. ○ <u>Type of Transcript:</u> Return Transcript <u>For Tax Year:</u> 2021 Continue. ○ You will receive them in 5-10 calendar days at the address the IRS has on file for you.	**ONLINE (View, Print, or Download)**: Go to: https://www.irs.gov/individuals/get-transcript **Extra Information Needed:** access to email, cell phone account and number in your name, and account number in your name (loan, credit card, or mortgage) ○ Click "Get Transcript Online." ○ Create an account or log in. ○ Fill in requested information. ○ Choose 2021 Tax Return Transcript ○ You will receive a PDF copy.
CALL: 1-800-908-9946 ○ Follow prompts ○ Choose 2021 Tax Year ○ Receive in 10 days	**PAPER REQUEST FORM**: 4506-T Download form at: https://www.irs.gov/pub/irs-pdf/f4506t.pdf ○ Fill out form completely. ○ Mail or fax completed form to the IRS. See mailing address and fax numbers on page two of the 4506-T form. ○ Receive in 6-8 weeks.

  How to request a 2021 Verification of Non-Filing Letter (choose one):

  What you'll need:
  1. Your Social Security Number
  2. Your date of birth

PAPER REQUEST FORM: 4506-T Download form at: https://www.irs.gov/pub/irs-pdf/f4506t.pdf ○ Fill out form completely. ○ Mail or fax completed form to the IRS. See mailing address and fax numbers on page two of the 4506-T form. ○ Receive in 6-8 weeks.	**ONLINE**: Go to: https://www.irs.gov/individuals/get-transcript **Extra Information Needed:** access to email, cell phone account and number in your name, and account number in your name (loan, credit card, or mortgage) ○ Click "Get Transcript Online." ○ Create an account or log in. ○ Fill in requested information. ○ Choose 2021 Tax Return Transcript ○ You will receive a PDF copy.