

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. Independent Student's Information

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

### B. Independent Student's Family Information

List below the people in your family and include:

- Yourself.
- Your spouse, if you are married.
- Your children or your spouse's children if you or your spouse will provide more than half of their support from July 1, 2025, through June 30, 2026, or if the other child would be required to provide your information if they were completing a FAFSA for 2025-2026. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you and you or your spouse provide more than half of their support and will continue to provide more than half of their support through June 30, 2026.
- Number in College: Include in the space below information about any family 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, 2025, and June 30, 2026, 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.		<i>Self</i>	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 2023 Federal Tax Return.
- ☐ I provided consent and approval to retrieve FTI directly from the IRS via the FA-DDX in the FAFSA.
- ☐ I provided OR will provide a 2023 IRS Tax Return Transcript.
- ☐ No, I did not file a 2023 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 2023.
- ☐ I was employed in 2023 and have listed below the names of all employers and the amount earned from each employer in 2023. **\*Please provide a copy of all W-2s from 2023\***

Employer's Name	2023 Amount Earned

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

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

The student must appear in person at North Central University to verify his or her identity by presenting a 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 with the date it was received and the name of the official at the institution authorized to collect the student's ID.

In addition, the student must sign, in the presence of the institutional official, the following:

##### 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 North Central University for 2025-2026.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's ID Number)

#### 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.

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

For Office Use Only:

Photo ID (type): \_\_\_\_\_

Name of Financial Aid Officer: \_\_\_\_\_

Date Received: \_\_\_\_\_

Signature of Financial Aid Officer: \_\_\_\_\_

Title of Financial Aid Officer: \_\_\_\_\_

## IRS Tax Return Transcript Information

### How to request a 2023 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 2023 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.
- Type of Transcript: Return Transcript  
For Tax Year: 2023  
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 2023 Tax Return Transcript
  - You will receive a PDF copy.

#### **CALL:** 1-800-908-9946

- Follow prompts
- Choose 2023 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 2023 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 2023 Tax Return Transcript
  - You will receive a PDF copy.