

# NORTHWEST TECHNICAL COLLEGE

## 2010-2011 VERIFICATION WORKSHEET

### \*\*\*DEPENDENT STUDENT\*\*\*

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

#### YOUR APPLICATION HAS BEEN SELECTED FOR A PROCESS CALLED VERIFICATION.

Verification requires you to submit signed copies of financial and other documents to the NTC Financial Aid Office for the purpose of verifying the accuracy of the data you previously submitted on the Free Application for Federal Student Aid (FAFSA). The data you provide on this worksheet may replace your original FAFSA data.

#### WHAT YOU SHOULD SUBMIT TO THE FINANCIAL AID OFFICE:

- 1.) This completed worksheet with all required signatures. *An unsigned worksheet will be returned.*
- 2.) A **signed** copy of your 2009 federal tax form and all W-2s. *Unsigned tax forms will be returned.*
- 3.) A **signed** copy of your parent(s) 2009 federal tax form and all W-2s. *Unsigned tax forms will be returned.*
- 4.) If your parents filed a joint tax return and are now divorced, separated, or widowed, enclose all W-2 forms for both parents. If your parents are married and filed separately, a **signed** copy of both tax forms is required.

#### WHAT THE LAW SAYS:

- We have the right to ask you for information before you are awarded any financial aid. See instructions in the Free Application for Federal Student Aid (FAFSA).
- We must review, correct and update your data.
- All discrepancies must be resolved prior to your receiving student financial aid.

#### **SECTION A: STUDENT INFORMATION (Please print)**

NTC tech id (if known) \_\_\_\_\_

Last Name	First Name	MI	Social Security Number
Address (include apt. #)		Date of Birth	
City	State	Zip Code	Phone Number (include area code)

#### **SECTION B: FAMILY INFORMATION**

List the people in **your parent(s) household**, including:

- yourself and your parent(s) (including stepparent) even if you don't live with your parent(s), and
- your parent(s) other children, even if they don't live with your parent(s), if (a) your parent(s) will provide more than half of their support from July 1, 2010 through June 30, 2011, or (b) the children would be required to provide parental information when applying for Federal Student Aid; and
- other people if they now live with your parents, and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2010, through June 30, 2011.

Write the names of **all** household members. Also, write in the name of the college for any household member (excluding parents) who will be attending college at least half-time between July 1, 2010, and June 30, 2011, and will be enrolled in a degree, diploma, or certificate program. You may be asked to provide verification of enrollment from these schools. If you need more space, attach a separate page.

Full Name	Age	Relationship to Student	College attending in 2010-2011	Check if PSEO*
<i>(Example) Missy Jones</i>	18	Sister	Central University	
		SELF	Northwest Technical College Bemidji	

\*PSEO (Post-Secondary Enrollment Options) high school students may NOT be counted as attending college for financial aid purposes.  
**All sections of this form must be completed entirely and signed. If incomplete, the form will be returned to you.**

### SECTION C: 2009 TAX FORM INFORMATION

**C-1: Attach a signed copy of all 2009 Federal Income tax returns (including W-2s) filed by you and your parent(s).** Include IRS Forms 1040, 1040A, 1040EZ, as well as Puerto Rico, amended and Foreign Income Tax Returns. If you and your parent(s) are required to file a 2009 tax return but have not already done so, you must provide a **signed** copy of the completed return to the NTC Financial Aid Office when it is filed. If you or your parent(s) filed a 2009 tax return but did not keep a copy, you may call the IRS at 1-800-829-1040 and request a tax transcript of your 2009 tax return or request Letter 1722 for 2009. **Your financial aid application will not be processed without tax forms, if filed.**

- If you and/or your parent(s) filed taxes, complete item C-2, skip item C-3, complete sections D, E, & F.
- If you and/or your parent(s) did NOT file taxes, skip item C-2, complete item C-3 and sections D, E, & F.

**C-2:** Check all tax returns and W-2s that are attached:

your own       your parent(s) joint return     father/stepfather only       mother/stepmother only

**C-3:** If you or your parents **did not file AND ARE NOT REQUIRED** TO FILE A 2009 TAX RETURN, complete this section.

I did not file AND I AM NOT REQUIRED TO FILE A 2009 Federal Income Tax return  
 My parent(s) did not file and ARE NOT REQUIRED TO FILE A 2009 Federal Income Tax return  
 father/stepfather, SSN \_\_\_\_\_ mother/stepmother, SSN \_\_\_\_\_

If tax returns will not be filed, report all income from employer(s), earnings and/or value of compensation. Please submit all W-2s, even though a tax return was not filed.

Student's 2009 Sources of Income	Amount	Parents' 2009 Sources of Income	Amount
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
<b>Student Total</b>	<b>\$ _____</b>	<b>Parent Total</b>	<b>\$ _____</b>

### SECTION D: 2009 UNTAXED INCOME INFORMATION – Report annual amounts

List other income and benefits you received in 2009 that are not listed on your tax form. A response is required for each item. **Enter "0" if response is zero.** See Question 45 and 93 FAFSA.

	Student	Parents
D-1 Child Support <b>received</b> for all children in 2009. Don't include foster care or adoption payments.....	\$ _____	\$ _____
D-2 Housing, food, and other living allowances paid to members of the clergy and others.....	\$ _____	\$ _____
D-3 Other untaxed income not reported, such as workers' compensation, disability, etc. Do not include student aid, welfare payments, untaxed Social Security or SSI benefits, combat pay, or flexible spending arrangements (e.g. cafeteria plans).....	\$ _____	\$ _____
D-4 Veterans' non-education benefits, such as Disability, Death Pension or DIC.....	\$ _____	\$ _____
D-5 Money received, or paid on your behalf (e.g. bills), not reported elsewhere on this form .....	\$ _____	\$ _____
<b>TOTAL OTHER UNTAXED INCOME (D-1 thru D-5)</b>	<b>\$ _____</b>	<b>\$ _____</b>

### SECTION E: 2009 ADDITIONAL FINANCIAL INFORMATION – Report annual amounts

Provide other information for 2009. A response is required for each item. **Enter "0" if response is zero.**

See Question 44 and 92 on FAFSA.

	Student	Parents
E-1 Child support you <b>paid</b> in 2009 because of a divorce or separation. Do not include support for children in your parent's household as reported in Section B.(You may be asked for documentation.) .....	\$ _____	\$ _____
Name of children for which child support was paid: _____		
E-2 Taxable earnings from Federal Work Study or other need-based work programs.....	\$ _____	\$ _____
E-3 Student grant & scholarship aid, including AmeriCorps awards, that was reported to the IRS in your Adjusted Gross Income on your 2009 tax return .....	\$ _____	\$ _____
<b>TOTAL OTHER INFORMATION (E-1 thru E-3)</b>	<b>\$ _____</b>	<b>\$ _____</b>

### SECTION F: SIGN THIS WORKSHEET

By signing this worksheet, we certify that all of the information reported to qualify for Federal/State student aid is complete and correct. If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

Signature is **required** of at least one parent/stepparent whose information has been reported on this form.

Your signature (student) \_\_\_\_\_ Date \_\_\_\_\_

Parent / Stepparent signature \_\_\_\_\_ Date \_\_\_\_\_

**Return form to: Northwest Technical College Bemidji, Financial Aid Office, 905 Grant Ave. SE, Bemidji, MN 56601**



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Sarah Plahn, M.S., Learning Services Director, Room 211 (218) 333-6650/1-800-942-8324/TTY (218)333-6691