

2018-2019 VERIFICATION FORM (IVF-V5)

Federal Student Aid Programs

Northwest Technical Institute • Financial Aid Office • 709 South Old Missouri Rd • Springdale, Arkansas 72764 • (479) 751- 8824 • (479) 751-7780 (FAX)

Your Free Application for Federal Student Aid (FAFSA) was selected for a review called "verification." If there are differences between the FAFSA and the documents submitted, corrections will be made to the FAFSA and sent to the U.S. Department of Education for confirmation. **We cannot determine or award federal financial aid until verification has been completed, so please provide the needed documents as soon as possible.**

WHAT YOU SHOULD DO:

1. Complete this form in blue or black ink, including the required signatures.
2. Contact the Financial Aid Office if you have questions about completing this form.
3. Bring, fax, or mail this completed form to the Northwest Technical Institute, Financial Aid Office.
4. **Do not make any further corrections to the FAFSA once you have submitted this form unless specifically advised to do so by the Office of Financial Aid.**

NOTE: This form will be returned to you if information is not fully and accurately completed.

A. STUDENT INFORMATION:

<i>Last Name</i>	<i>First Name</i>	<i>Social Security Number</i>
<i>Street Address</i>	<i>Date of Birth</i>	
<i>City</i>	<i>State</i>	<i>Zip Code</i>
		<i>Daytime Phone Number (include area code)</i>

B. FAMILY INFORMATION:

An **Independent student** will be able to state at least one of the following to be true. Documentation may be requested.

- You were born before January 1, 1995.
- You already possess a Bachelor's Degree.
- You were married, as of the day you filed the Free Application for Federal Student Aid.
- You have children for whom you will provide more than half of their support from July 1, 2018 through June 30, 2019.
- You have dependents (other than your children or spouse) who live with you and you provided more than half of their support and will continue to provide more than half of their support from July 1, 2018 through June 30, 2019.
- You are an orphan.
- You are or were (until age 18) a ward/dependent of the court.
- You are or were an emancipated minor as determined by a court in your state of legal residence.
- You are or were in legal guardianship as determined by a court in your state of legal residence.
- You are currently serving on active duty (not for training purposes) or are a veteran of the U.S. Armed Forces.
- You were on or after July 1, 2017 determined to be homeless by a school or shelter official.

INDEPENDENT STUDENT:

List the people in your household. Include:

- Yourself
- Your spouse, if married
- Your dependent children, if they reside with you and you will provide more than half of their support from July 1, 2018 through June 30, 2019.
- Other people if they now live with you, and you provided more than half of their support and will continue to provide more than half of their support from July 1, 2018 through June 30, 2019.

FULL NAME	Date of Birth	RELATIONSHIP	COLLEGE NAME If Enrolled at Least Half-Time During 2018-2019
		SELF	Northwest Technical Institute

If more spaces is needed, please follow the above format and write on the back of the last page.

C. STUDENT/SPOUSE FEDERAL TAX RETURN and INCOME INFORMATION:

Important: Please read each statement and complete either section 1, 2, 3 or 4, depending upon which is most accurate. These questions pertain to the student (and spouse, if applicable) only.

Yes

1. I (and my spouse) filed a 2016 U.S. Income Tax Return and have not/will not file an amendment.

** If you selected box 1 above, please select the box below (A or B) which describes your data retrieval status.

A. I (and my spouse) have used or will use the IRS Data Retrieval Tool in FAFSA on the Web, to retrieve and transfer 2016 IRS income information into the FAFSA once the 2016 IRS tax return has been filed. *The FAFSA verification cannot be completed until the IRS information has been transferred into the FAFSA.*

How to use the IRS Data Retrieval Tool in FAFSA on the Web: Go to www.FAFSA.gov, log in to the student's 2018-19 FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into the student's FAFSA.

Please note: If IRS Data Retrieval Tool information is changed, we will not be able to complete verification with that information and will require the 2016 tax return transcript and 2016 W-2s.

B. I (and my spouse) am unable, or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will **submit** to the Office of Financial Aid one of the following:

- I. Get Transcript by Mail- Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by Mail." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request. **You will also be required to submit all W2's from 2016 to the Financial Aid Office.**
- II. Get Transcript ONLINE- Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript " and **NOT** the "IRS Tax Account Transcript." **You will also be required to submit all W2's from 2016 to the Financial Aid Office.**
- III. Autmoted Telephone Request- 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request. **You will also be required to submit all W2's from 2016 to the Financial Aid Office.**
- IV. Paper Request Form- IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally within 10 business days from the IRS's receipt of the paper request form. **You will also be required to submit all W2's from 2016 to the Financial Aid Office.**

Yes

2. I (and my spouse) filed a 2016 U.S. Income Tax Return and have/will be submitting an amendment.

If an Amended Return was filed with the IRS, provide a copy of the original 2016 IRS income tax return that was filed with the IRS or a 2016 IRS Tax Return Transcript (signature not required), a signed copy of the 2016 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS, and a copy of any 2016 W-2s.

Yes

3. I (and my spouse) have not/will not file and am not required to file a 2016 U.S. Income Tax Return. You must provide a **Verification of Non Filing** from the IRS of other relevant tax authority dates on or after October 1, 2017 that indicated a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority.

** If you selected box 4 above, please select the appropriate box below (A or B).

A. I (and my spouse) was not employed and had no income earned from work in 2016.

B. I (and my spouse) was employed in 2016 and have listed in the grid below, the names of all the employer(s), the amount earned from each employer in 2016, and have attached a copy of any 2016 W-2 Forms or 1099s.

** **List every employer, even if they did not issue a W-2 or 1099-MISC.**

2016 Source of Income	2016 Amount Earned	Earned By (Name)	W-2 or 1099 Attached?
	\$		
	\$		
	\$		
	\$		

D. HIGH SCHOOL COMPLETION STATUS:

Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2018-2019:

- A copy of the student's high school diploma
 - A copy of the student's final official high school transcript that shows the date when the diploma was awarded
- A copy of a state certificate or transcript received by a student after the student passes a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- An academic transcript that indicated the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree
 - If state law requires a homeschooled 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
 - If state law does not require a homeschooled 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 documents the successful completion of a secondary school education in a homeschool setting

If the student is unable to obtain the documentation listed above, he or she must contact the Financial Aid Office.

E. IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE:

You must appear in person at the Financial Aid Office at Northwest Technical Institute in order to complete the required Identity and Statement of Educational Purpose Form. Please bring a valid government-issued photo ID. If you are unable to appear in person, please contact our office at 479-751-8824.

F. SIGN THIS FORM:

By signing this form, I (we) certify that all the information reported on this form is complete and correct. If dependent, at least one parent must sign. **WARNING:** If you purposefully give false or misleading information on this form, you may be fined, sentenced to jail, or both.

X _____ Date _____
Student Signature

NOTE: This form will be returned to you if information is not fully and accurately completed.