



## 2019-2020 Dependent Student Verification Worksheet

**FINANCIAL AID**  
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OVRD

**Student Name** \_\_\_\_\_ **NMU IN** \_\_\_\_\_

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called “Verification.” We will verify information from your FAFSA to ensure items were reported correctly. If there are differences between your FAFSA and the documents you submit to our office, we will make corrections. These corrections may result in an increase or decrease to your eligibility for financial aid programs.

**Who is considered to be my parent?** For purposes of this form, use the following guidelines:

- If your biological or adoptive parents **live together**, include information about **both** parents – even if they are not now, or have never been, married to one another.
- If your parents are **divorced or separated**, report information for the parent you lived with most during the 12 months prior to filing your FAFSA. **If this parent is remarried as of today, stepparent information must be included as well.**
- If you live with a parent who was never married to your other parent and does not live with your other parent, or who is widowed and not remarried, include information for only the parent with whom you live.

**\*\*If you are submitting additional documents with this form, please be sure to include the student’s name and NMU IN (identification number) on each page.\*\***

If you need additional help with this form, please contact our office or visit our website, [nmu.edu/financialaid/verification](http://nmu.edu/financialaid/verification).

### A. Family Information

Using the parental definitions above, list the people in your parents’ household in the chart below, including:

- Yourself and your parent(s), including stepparent, even if you don’t currently live with your parents; and
- Your parents’ other children, even if they don’t live with your parent(s), if
  - a. Your parents will provide more than half of the children’s support from July 1, 2019 through June 30, 2020; or
  - b. The children would be required to provide parental information if they were completing a FAFSA for 2019-2020.
- Other people if they now live with your parent(s), and your parent(s) provides more than half of their support, and will continue to provide more than half of that person’s support from July 1, 2019 through June 30, 2020.

- **Step 1:** List **all** members of your parent(s)’ household – as defined above. If additional space is needed, provide a separate page with the student’s name and NMU IN at the top.
- **Step 2:** For any household member you list who will be enrolled in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2019 and June 30, 2020, include the name of the college and whether that individual will be enrolled at least half time.

Step 1			Step 2	
Full Name	Age	Relationship to NMU Student	Name of College (If attending, otherwise leave blank)	Will Enroll at Least Half Time (Yes or No)
Example: <i>Wildcat Willy</i>	22	<i>Student</i>	<i>NMU</i>	<i>Yes</i>

*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.*

**B. Income Verification**

In order to determine which income information must be submitted to our office, please review your Required Information Notice (if you received a paper letter) or utilize your MyNMU portal – <https://MyNMU.nmu.edu> – and follow these instructions:

- Click on the Student Services tab (or “View” under Financial Aid if you are a recently admitted student and see the Admitted to NMU tab instead – this will take you directly to the Financial Aid main menu).
- Select Financial Aid – Information, then choose Eligibility from the Financial Aid main menu, and choose the 2019-2020 aid year.
- Income information which has already been verified by the IRS Data Retrieval process (or prior document submittal) will appear under Satisfied Requirements. No further information is required to document income information listed under Satisfied Requirements. ***Income information which must still be verified will appear under Unsatisfied Requirements.***

**Tax Filer Options to Verify Income** – Choose one of the following:

- Log into the FAFSA ([fafsa.gov](https://fafsa.gov)) and utilize the IRS Data Retrieval Tool.
- Submit a **signed** copy of your 2017 IRS Form 1040, 1040A, or 1040EZ.
- Request a 2017 tax return transcript from the IRS, using one of the options listed below. Be sure you request the **2017 RETURN** transcript. An account transcript is not sufficient.
  - Option 1:** Call the automated phone request line at **1-800-908-9946**. A transcript will be mailed to you.
  - Option 2:** Go to [irs.gov/transcripts](https://irs.gov/transcripts), click “Get Transcript by Mail” and follow the prompts.
  - Option 3:** Go to [irs.gov/transcripts](https://irs.gov/transcripts), click “Get Transcript Online.” You will need to be able to successfully authenticate your identity and create an account. If successful, you will be able to view, download, and print your transcript.
- If you have not yet filed *and were granted a filing extension beyond the standard six months*, filed an amended return (Form 1040X), filed a foreign return, or were a victim of identity theft, please contact our office for further instructions.

***\*\*Although not required for tax filers in every case, we suggest also submitting copies of all 2017 W-2 forms received.\*\****

**Non-Tax Filer Income Verification**

If you were ***not required to file*** a federal tax return in 2017, check the appropriate box below, and indicate any taxable income received in 2017. ***If you did not file, but were required to file a return, you will need to file and then verify your income using one of the “Tax Filer” options listed above.***

Student		Parent		
<input type="checkbox"/> I did not work, and had no taxable income in 2017. <input type="checkbox"/> I had income in 2017, but did not – and was not required to – file a federal income tax return. My sources of income are listed below.		<input type="checkbox"/> I/we did not work, and had no taxable income in 2017. <input type="checkbox"/> I/we had income in 2017, but did not – and was/were not required to – file a federal income tax return. My/our sources of income are listed below.		
Source of Income/Employer Name	2017 Amount	Parent	Source of Income/Employer Name	2017 Amount
Example: Willy’s Grocery Store	\$225	Mother	Willy’s Grocery Store	\$2000

**\*\*Additional Required Information for Non-filers\*\***

- Copies of all 2017 W-2s **must be submitted** for each income earner. If you do not have copies, you may request them from your employer, tax-preparer, or request a Wage Transcript from the IRS ([irs.gov/transcripts](https://irs.gov/transcripts) or submit Form 4506-T to the IRS).
- Each **PARENT** non-filer must also provide a **Verification of Non-Filing Letter from the IRS for 2017**. You can request this letter from the IRS by creating an account at [irs.gov/transcripts](https://irs.gov/transcripts) or by submitting a completed IRS Form 4506-T to the IRS. 4506-T forms can be found on the IRS website or picked up from the Financial Aid Office. ***When completing the 4506-T, be sure to check the box on Line 7 – Verification of Nonfiling, indicate the 2017 year on Line 9, and check the box in the signature section.***

**C. Required Signatures**

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

Student \_\_\_\_\_

Date \_\_\_\_\_

Parent \_\_\_\_\_

Date \_\_\_\_\_

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