

## 2020-21 Verification Worksheet (DVF-V1)

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 necessary documents as soon as possible.**

### 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. Household Information

List the people in your parent(s)' household. Include:

- Yourself
- Your custodial parent(s), including any step-parent
- Your custodial parent(s)' dependent children
- Other people only 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, 2020 – June 30, 2021.

FULL NAME	Date of Birth	RELATIONSHIP	COLLEGE NAME If Enrolled at Least Half-Time During 2020-2021
		Self	Northwest Technical Institute

\*Sections [C] through [F] request information about your and your parent(s)' 2018 income and tax status. Please read each section carefully and select the options that refer to your and your parent(s)' 2018 income and tax filing status. Instructions for required documentation can be found on page 4 of this form.

**C. Student Tax Filing Status**

Did you file, or will you file, a 2018 Federal IRS Tax Return?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes...</i>	If you filed, or will file, a 2018 IRS Tax Return, tax information is required. You may use the IRS Data Retrieval Tool on the FAFSA to transfer your tax information electronically. If you are unable or choose not to use the IRS Data Retrieval Tool, please see page 4 for alternate forms of tax documentation accepted.
<i>If no...</i>	If you did not file and were not required to file a 2018 tax return, you must choose one of the options in section D.

**D. Student Income Information (required only if the student did NOT file a 2018 tax return)**

**NOTE: Please complete this section ONLY if you did not file a 2018 Federal IRS Tax Return.**

- I was not employed and had no income earned from work in 2018.
- I was employed in 2018 and have listed below the name(s) of all the employer(s), the amount earned from each employer in 2018, and have attached a copy of any 2018 W-2 Form(s) or 1099(s).

2018 Source of Income	2018 Amount Earned	Earned By (Name)	W-2 or 1099 Attached?
	\$		
	\$		
	\$		

**E. Parent Tax Filing Status**

Did your parent(s), including any step-parent (if applicable), file, or will file, a 2018 Federal IRS Tax Return?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes...</i>	If your parent(s), including any step-parent (if applicable) filed, or will file, a 2018 IRS Tax Return, tax information is required. Your parent may use the IRS Data Retrieval Tool on the FAFSA to transfer tax information electronically. If your parent is unable or chooses not to use the IRS Data Retrieval Tool, please see page 4 for alternate forms of tax documentation accepted.
<i>If no...</i>	If your parent(s), including any step-parent (if applicable) did not file and were not required to file a 2018 tax return, your parent must choose one of the options in section F.

## F. Parent Income Information (required only if a parent did NOT file a 2018 tax return)

NOTE: Please complete this section ONLY if your parent did not file a 2018 Federal IRS Tax Return.

I was not employed and had no income earned from work in 2018. *Your parent(s), including any step-parent, must provide verification of non-filing from the IRS dated on or after October 1, 2018 that indicates that a 2018 IRS federal income tax return was not filed with the IRS.*

I was employed in 2018 and have listed below the name(s) of all the employer(s), the amount earned from each employer in 2018, and have attached a copy of any 2018 W-2 Form(s) or 1099(s). *In addition, your parent(s), including any step-parent, must provide verification of non-filing from the IRS dated on or after October 1, 2019 that indicates that a 2018 IRS federal income tax return was not filed with the IRS.*

2018 Source of Income	2018 Amount Earned	Earned By (Name)	W-2 or 1099 Attached?
	\$		
	\$		
	\$		

## G. 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

**X** \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Step-parent Signature

## H. Submit Documents

Submit this form with all required documents to:

Office of Financial Aid  
Northwest Technical Institute  
709 S. Old Missouri Rd  
Springdale, AR 72765  
Fax: 479-751-7780

*Please see the next page for instructions on submitting required tax information. Additional forms and information may be required. We will contact you if anything further is needed.*

## INSTRUCTIONS FOR PROVIDING IRS TAX INFORMATION

### IRS Data Retrieval Tool:

The best way to provide tax information is by using the IRS Data Retrieval Tool within your FAFSA application.

**To use the IRS Data Retrieval Tool:** Go to [www.FAFSA.gov](http://www.FAFSA.gov), log in to the student's 2020-21 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 2018 IRS income tax information into the student's FAFSA. Make sure you enter your address exactly as it appears on your IRS Tax Return. Once the IRS transfer is complete, you must electronically sign and submit your 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 2018 tax return transcript and 2018 W-2s.



**IMPORTANT: If you use the IRS Data Retrieval Tool to transfer your tax information into the FAFSA, please do not submit paper copies of tax documents including tax returns, tax transcripts, or W2(s) to the Financial Aid Office unless instructed to do so.**

### Tax Return Documents

If you are unable or choose not to use the IRS Data Retrieval Tool, you will be required to provide one of the alternate forms of tax documentation below:

- A signed copy of the 2018 IRS Federal Tax Return (including any schedules) that was filed with the IRS **and** a copy of any 2018 W2(s).
- A 2018 Tax Return Transcript from the IRS **and** a copy of any 2018 W2(s).

#### How to get a Tax Return Transcript:

**Get Transcript ONLINE-** Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.

**Get Transcript by Mail** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.

**Automated Telephone Request-** 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.

**Paper Request Form-** IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

### Tax Filers with Special Circumstances

#### Individuals Granted a Filing Extension by the IRS

- A copy of IRS Form 4868 that was filed with the IRS for the 2018 tax year and a copy of the IRS approval of an extension beyond the automatic 6-month extension.
- A copy of W2(s) for each source of employment for 2018 and, if self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. Income Tax Paid for 2018; and
- Verification of Non-Filing from the IRS dated on or after October 1, 2019 that indicates a 2018 tax return was not filed.

#### Individuals Who Filed an Amended IRS Income Tax Return

- A signed copy of the 1040 Federal IRS Tax Return that was filed with the IRS for 2018 or a 2018 Tax Return Transcript;
- A signed copy of the 1040X Amended Tax Return; and
- A copy of any 2018 W2(s)

#### Individuals Who Were Victims of Tax Administration Identity Theft

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified;
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft; and
- A copy of your 2018 W2(s)

#### Individuals Who Filed Non-U.S. Income Tax Returns

- Provide a signed copy of the income tax return from the foreign country; or a transcript obtained from a government of a U.S. territory or commonwealth, or a foreign central government that incomes all of the tax filer's income and tax information required to be verified for 2018.

### Verification of Non-Filing

**Get ONLINE-** Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Select "Verification of Non-Filing Letter" and tax year "2018". To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.

**Paper Request Form-** IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

**If you are unable to get a copy of the Verification of Non-Filing from the IRS, please contact the Financial Aid Office.**