



## 2018-2019 Verification Worksheet

### Independent Students

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID

**List the people in your household. Include:**

- Yourself
- Your spouse, if you are married.
- You and/or your spouse’s children if the you and/or spouse will provide more than half of their support from July 1, 2018, through June 30, 2019, even if the children do not live with you.
- Other people if they now live with you and you and/or spouse provides more than half of their support and will continue to provide more than half of their support through June 30, 2019.
- For any household member who will be enrolled at least half time (6 credit hours) in a degree, diploma, or certificate pro-gram at an eligible postsecondary educational institution any time between July 1, 2018, and June 30, 2019, include the name of the college.
- If more space is needed, provide a separate page with the student’s name and ID number at the top

Relationship	Full Name	Age	College	Will Be Enrolled at Least Half-Time
Yourself			NWACC	Yes      No
			n/a	n/a
			n/a	n/a

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in college is inaccurate.

STUDENT INFORMATION	SPOUSE INFORMATION
<p>Did you, the student file a 2016 Federal Income Tax Return?</p> <p><input type="checkbox"/> Yes, <b>SKIP to Signature section</b></p> <p><input type="checkbox"/> No, I had no income for 2016 and did not to file a 2016 federal tax return. Must provide an IRS Verification of Non-filing letter from IRS. <b>See 3<sup>rd</sup> page for instructions.</b></p> <p><input type="checkbox"/> No, I had income from work in 2016 but was not required to file. Attach W-2's, report income below. Must provide an IRS Verification of Non-filing letter <b>See 3<sup>rd</sup> page for instructions.</b></p> <p><input type="checkbox"/> No, I had income in 2016 that was not reported to the IRS. Example, cash payments for babysitting, yard work, etc. <b>Report income below. Must provide an IRS Verification of Non-filing Letter. See 3<sup>rd</sup> page.</b></p>	<p>Did your spouse file a 2016 Federal Income Tax Return?</p> <p><input type="checkbox"/> Yes, <b>SKIP to Signature section</b></p> <p><input type="checkbox"/> No, I had no income for 2016 and did not to file a 2016 federal tax return. Must provide an IRS Verification of Non-filing letter from IRS. <b>See 3<sup>rd</sup> page for instructions.</b></p> <p><input type="checkbox"/> No, I had income from work in 2016 but was not required to file. Attach W-2's, report income below. Must provide an IRS Verification of Non-filing letter. <b>See 3<sup>rd</sup> page for instructions.</b></p> <p><input type="checkbox"/> No, I had income in 2016 that was not reported to the IRS. Example, cash payments for babysitting, yard work, etc. <b>Report income below. Must provide an IRS Verification of Non-filing Letter. See 3<sup>rd</sup> page.</b></p>

Student	Spouse	Received from	Amount for 2016
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Certification and Signature: Each person signing below certifies that all of the information reported is complete and accurate. If you purposefully give false or misleading information you may be fined, be sentenced to jail, or both.

\_\_\_\_\_  
Student Signature (required)

\_\_\_\_\_  
Date

Note: If conflicting information is presented or we have reason to believe any information provided is not accurate, we may require additional documentation.

You may return this form in person at the Enrollment Support Center, upload to <https://api.nwacc.edu/lss/finaid/filedropbox/> or by mail to: NWACC Enrollment Support Center, One College Dr., Bentonville AR 72712

# Informational Sheet for non-tax filers

If your parent did not file a 2016 Federal tax return, the Department of Education requires you to provide Verification of Nonfiling Letter from the IRS. To do this, you must go to the IRS website, <https://www.irs.gov/individuals/get-transcript> . You can request the letter one of three ways:

1. By clicking on the “Get Transcript Online” button. You must have a credit card (debit cards will not work) to use this option. The letter is free but the IRS uses credit information to verify your identity. See “what you need” under the under the button for full criteria.
2. By clicking on the “Get Transcript by Mail: button. See “what you need” under the under the button for full criteria.
3. If you have never filed Federal Income Taxes, you must use form 4506-T. Follow these steps:
  - print the form from here: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
  - Mail the form into the IRS
  - When you receive the Verification of Nonfiling letter from the IRS, submit to our office