



# University of Northwestern – St. Paul 2022-2023 Verification Worksheet

I (V5)

Your application was selected for review in a process called Verification. Federal law requires us to collect information before disbursing federal aid. If there are differences between your FAFSA application information and this worksheet and/or other financial documents, Northwestern may need to make corrections to the information on your FAFSA. Students should receive an award offer within two weeks once the verification process is complete. Verification is not complete until ALL documentation is received.

## READ CAREFULLY

The financial aid office is required to verify the size of your family’s household and income information.

- 1) Complete the Verification Worksheet and **SIGN the worksheet**. Contact the Financial Aid Office to arrange a time to come into the office to complete section D of this worksheet.
- 2) If you and/ or your spouse received any income in 2020, we will need to verify the income. See Section C for more information about acceptable documentation for income verification.

## **A. Student Information**

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Last Name	First name	M.I.	UNW Student ID number
Date of Birth			Phone number (include area code)

## **B. Family Information**

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List the people in your *household*, as reported on the FAFSA, including:

- **You** (student)
- **Your spouse**, if you have one, and
- **Your children**, if you will provide **more than half of their support from July 1, 2022 through June 30, 2023**, 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 you and you provide **more than half** of their support and will continue to provide **more than half** of their support from July 1, 2022 through June 30, 2023.
- Include the name of the college for any household member (included in the household number on the FAFSA) who will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2022, and June 30, 2023.

Full Name	Age	Relationship	College
		Student	University of Northwestern

## C. Student (and Spouse) Income Verification

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### For federal income tax filers:

If you used the IRS Data Retrieval Tool (IRS DRT) when completing your FAFSA, and all of the tax information was transferred and not changed, you do not need to provide additional income documentation. Simply complete sections A, B, C and E of this worksheet. Then contact our office to arrange a time to meet with a financial aid counselor so that you can complete section D. If you did not use the IRS DRT, we will need some additional documentation.

### Student (check one, if you did not the IRS DRT)

- Student (and/or spouse) did not use the IRS DRT or was not able to use the IRS DRT. Student is submitting signed copies of the first 2 pages of the 2020 IRS tax return **AND** copies of IRS schedules 1, 2, and 3 (if filed).
- Student (and/or spouse) did not file and is not required to file a 2020 U.S. Income Tax Return:
  - Student (and/or spouse) will need to submit a copy of ALL W-2s received in 2020 **AND** the student (and/or spouse) must write the amount and sources of any income in the table below. This only applies to the student who did not file and is not required to file a 2020 Federal Tax Return.
  - Student (and/or spouse) will also need to submit a Verification of Non-filing Letter. This can be ordered from the at [www.irs.gov](http://www.irs.gov) under 'Get Your Tax Record' and then 'Get Transcript Online'. Once the student (and/or spouse) has set up an account with the IRS, then a Verification of Non-filing letter can be obtained. If the student (and/or spouse) cannot use the online tool, the other way to obtain this letter is to complete a paper 4506-T, Request for Transcript of Tax Return (available at [www.irs.gov](http://www.irs.gov)) and fax it to the appropriate IRS agency in your State. The fax number can be found in the instructions on the 4506-T.

If you (and/or spouse) did not file a Federal Tax Return in 2020, you must list employer(s) and any income received in 2020 **and** provide all 2020 W-2(s) received.

Name of Student/Spouse	Sources	2020 Amount Earned	IRS W-2 Attached?
<i>Melissa Johnson (example)</i>	<i>Suzy's Auto Body Shop</i>	<i>\$2,000</i>	Yes

**D. Identity and Statement of Education Purpose (To Be Signed at University of Northwestern – St. Paul)**

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**The student must appear in person at University of Northwestern – St. Paul** to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of a financial aid counselor authorized to collect the student's ID.

In addition, the student must sign, in the presence of the institutional official, the following:

**Statement of Educational Purpose (must be signed in front of a financial aid counselor at Northwestern)**

I certify that I \_\_\_\_\_ am the individual signing this  
(Print Student's Name)

Statement of Educational Purpose and that the Federal student financial assistance  
I may receive will only be used for educational purposes and to pay the cost of attending

\_\_\_\_\_ for 2022–2023.  
(Name of Postsecondary Educational Institution)

\_\_\_\_\_  
(Student's Signature) (Date)

\_\_\_\_\_  
(Student's ID Number)

**E. Sign this Worksheet**

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**The student signing this form certifies that all the information reported on it is complete and correct.  
The student must sign and date.**

*University of Northwestern – St. Paul,  
Financial Aid Office  
3003 Snelling Ave N  
St. Paul, MN 55113  
Fax: 651-628-3332*

\_\_\_\_\_  
Student Date

*Email: [financialaid@unwsp.edu](mailto:financialaid@unwsp.edu)  
Phone: 651-631-5212 or 866-853-2455*