

Your application was selected for review in a process called "Verification," which requires WNCC to compare information from your Free Application for Federal Student Aid (FAFSA) with documentation on this worksheet and any other required documents. The law says we have the right to ask you for this information **before** awarding Federal aid. If there are differences between your application information and your financial documents, we may need to make corrections to your application, which may result in changes to your eligibility.

You and your parents must complete and sign this verification form and submit it with any other required documents to WNCC's Financial Aid Office as soon as possible. Aid will not be awarded until this information is received and processed. ALL sections **MUST be completed.**

A. STUDENT INFORMATION

Last name	First name	M.I.	Last four digits of SSN or WNCC Student ID #
Mailing Address (include apt. no.)			Date of birth
City	State	ZIP code	Phone number (include area code)

To obtain the necessary tax information required for this verification worksheet:

- A. Use the IRS Data Retrieval Tool (DRT) available on the FAFSA to import your **2016** tax information directly into your FAFSA (after your tax return is filed). Access your FAFSA record at fafsa.gov, log in as a returning user, navigate to the Financial Information section of the form, and follow the instructions provided to use the IRS DRT.

OR

- B. Options for obtaining a **2016** IRS Tax Return Transcript from the IRS:
- Online or Paper Request** - Go to IRS.gov, click "Get Your Tax Record." Follow instructions to either "Get Transcript ONLINE" or "Get Transcript by MAIL." Be sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." (Please allow 5 to 10 calendar days for delivery by mail.)
 - Telephone Request** – call 1-800-908-9946

The Tax Return Transcript must be **SIGNED** by one of the tax filers listed on the transcript.

Please note: The IRS Data Retrieval Tool and the IRS Tax Return Transcript will **not** be available from the IRS until 2-3 weeks after filing your tax return for electronic tax filers and after 6-8 weeks after filing for paper tax filers.

Parent Nontax filers will be required to provide a **2016** Verification of Nonfiling letter from the IRS dated on or after October 1, 2017, which can be obtained using **IRS Form 4506-T** and checking box 7, or by using the **IRS Online Request** in B. 1. above.

B. STUDENT'S INCOME INFORMATION

Please read the following options carefully and check the appropriate box.

- I used the IRS Data Retrieval Tool to transfer my **2016** tax return info to my FAFSA and I did not make any changes to that data.
- I will make a correction to my FAFSA to use the IRS Data Retrieval Tool to transfer my **2016** tax return info to my application. (You are **STRONGLY** encouraged to use this option; it is quicker, easier and prevents delays in processing your federal financial aid. Contact the Financial Aid Office when you have completed this process). Complete the rest of this worksheet and submit it to the Financial Aid Office.
- I was unable or chose not to use the IRS Data Retrieval Tool to transfer my **2016** tax return info to my FAFSA. I have attached my **SIGNED 2016** Tax Return Transcript.
- I was not employed and had no income earned from work in **2016**.
- I worked in **2016** but was not required to file a tax return. My **2016** W-2s are attached.

C. PARENT’S INCOME INFORMATION

Please read the following options carefully and check the appropriate box.

- My parents used the IRS Data Retrieval Tool to transfer their **2016** tax return info to my FAFSA and did not make any changes to that data.
- My parents will make a correction to my FAFSA to use the IRS Data Retrieval Tool to transfer their **2016** tax return information to my application. (You are **STRONGLY** encouraged to use this option; it is quicker, easier and prevents delays to processing your federal financial aid. Contact the Financial Aid Office when you have completed this process). Complete the rest of this worksheet and submit it to the Financial Aid Office.
- My parents were unable or chose not to use the IRS Data Retrieval Tool to transfer their **2016** tax return info to my FAFSA. I have attached their **SIGNED 2016** Tax Return Transcript.
- My parents were not employed and had no income earned from work in **2016**. Attached is a signed statement explaining how my household was supported in **2016**. An IRS Verification of Nonfiling letter dated on or after October 1, 2017, for each of my parents listed in section D. below is attached.
- My parents worked in **2016** but were not required to file a tax return. **2016** W-2s and an IRS Verification of Nonfiling letter dated on or after October 1, 2017, for each of my parents listed in section D. below is attached.

D. FAMILY INFORMATION

List the people in your parent(s)’ household, including:

- Yourself and your parent(s) (including stepparent) even if you don’t 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 their support from July 1, 2018, through June 30, 2019, or (b) the children would be required to provide parental information when applying for Federal Student Aid (do not include foster children), and
- Other people 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 their support from July 1, 2018, through June 30, 2019.

Full name of household member	Age	Relationship to student	College (if degree-seeking and attending at least half time in 2018-2019); DO NOT include parent(s)
		Self	Western Nebraska Community College

By signing this worksheet, I/we certify that all the information reported above is complete and correct. I understand that additional verifying documents may be required by Western Nebraska Community College.

Electronic signatures are not accepted.

Student Date

Parent Date

WARNING: Purposely providing false or misleading information can result in fines, imprisonment, or both.

Return completed form to:
WNCC Financial Aid Office • 1601 E. 27th Street • Scottsbluff, NE 69361
(308) 635-6011 • fax (308) 635-6732
Secure filedrop: <https://docsafe.wncc.edu/filedrop/FINAID>