

2023 – 2024 V1 VERIFICATION WORKSHEET- DEPENDENT STUDENT



Please complete and return this form to:

Financial Aid Office
 Red Oak Center
 P.O. Box 518
 Rhinelander, WI 54501
 715-365-4423 or 800-544-3039
 Fax: 715-365-4918
 Financial_aid@nicoletcollege.edu

Your 2023 – 2024 Free Application for Federal Student Aid (FAFSA) was selected by the Department of Education for verification to ensure you provided correct information on your FAFSA. The Financial Aid Office will compare your FAFSA with the information on this worksheet along with any other required documents and make any necessary corrections. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form to the Nicolet College Financial Aid Office. If you have questions about verification, contact the Financial Aid Office as soon as possible so that your financial aid will not be delayed.

A. Dependent Student’s Information

 Student’s Full Name

 Nicolet College Student ID Number

 Student’s Mailing Address (include apt. no.)

 Student’s Date of Birth

 City State Zip Code

 Student’s Nicolet Email Address

 Student’s Home Phone Number (include area code)

 Cell Phone # (include area code)

B. Dependent Student’s Family Information

Number of Household Members: List below the people in your parents’ household. Include:

- **Yourself**
- Biological, adoptive or step-parent. Include both parents if they are living together, even if they are not married. You do not have to be living with your parents.
- Your parents’ other children if your parents will provide more than half of the children’s support from July 1, 2023, through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023 – 2024. Include children who meet either of these standards even if the children do not live with your parents.
- Other people if they now live with your parents and your parents provide more than half of the other people’s support and will continue to provide more than half of their support through June 30, 2024.

*If more space is needed, provide a separate page with your name and Nicolet College student ID number at the top.

Full Name	Age	Relationship	College	*Will be enrolled in college at least half time (EXCLUDE YOUR PARENTS)
		Self	Nicolet College	
		Parent		

C. Non-Tax Filers Only- If you filed taxes, skip to Part D

Complete below and attach all 2021 W-2 forms. Complete this section if you, the student (and/or your parents), will not file and are not required to file a 2021 income tax return with the IRS.

- The **student** will not file a tax return and had no income earned from work in 2021.
- The **student** will not file a tax return but earned income from work in 2021.

Student- List name of all employers in 2021 and attach W-2 forms.

Employer's Name	2021 Amount Earned
Suzy's Auto Body Shop (example)	\$2,000.00

- The **parent(s)** will not file a tax return and had no income earned from work in 2021.
- The **parent(s)** will not file a tax return but earned income from work in 2021.

Parent(s) – List name of all employers in 2021 and attach W-2 forms.

Employer's Name	2021 Amount Earned
Suzy's Auto Body Shop (example)	\$2,000.00

Parent(s) must provide documentation from the IRS or other relevant tax authority dated on or after 10/01/2022 that indicates a 2021 income tax return was not filed with the IRS or other relevant authority.

- Confirmation of non-filing is attached.

D. Tax Filers Only: Please read to understand your two choices

*Notify the Financial Aid Office if your parents filed separate IRS income tax returns for 2021 or had a change in marital status after December 31, 2021.

1. Using the **IRS Data Retrieval** is the preferred way to verify income. If you have not already used the tool, go to [FAFSA.ed.gov](https://fafsa.ed.gov), log in to your FAFSA record, select “Make FAFSA Corrections”, and navigate to the Financial Information section of the form. Follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax information into your FAFSA.

The **student** used the **IRS Data Retrieval Tool** to transfer 2021 IRS income and tax information into the FAFSA.

The **parent(s)** used the **IRS Data Retrieval Tool** to transfer 2021 IRS income and tax information into the FAFSA.

2. If you are unable or choose not to use the IRS Data Retrieval Tool, you will need to submit a signed copy of your and/or your parent’s 2021 IRS federal tax return or an IRS Tax Return Transcript (see instructions below).

- Online Request – Go to www.irs.gov, click on “Get Your Tax Record”. Click “Get Transcript by MAIL” or “Get Transcript Online”. Make sure to request the “**IRS Tax Return Transcript**” and NOT the “IRS Tax Account Transcript”.
- Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T found at www.irs.gov

**If your parents filed separate 2021 tax returns, you must submit tax returns for both parents if they live in the same household.

The **student’s** signed 2021 IRS federal tax return or tax return transcript is attached to this worksheet.

The **parent(s)** signed 2021 IRS federal tax return or tax return transcript is attached to this worksheet.

*If you filed an amended IRS Tax Return 1040X, were a victim of tax related identity theft, or were granted a filing extension by the IRS, please contact the Nicolet College Financial Aid Office for more information.



The verification process has stopped until 2020 Federal tax documents requested are received or the IRS DRT is completed.

E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

The student and one parent must sign and date.

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

Student’s Signature

Date

Print Parent’s Name

Parent’s Signature

Date

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the Nicolet College Financial Aid Office. You should make a copy of this worksheet for your records.