Your 2017–2018 Free Application for Federal Student Aid (FAFSA) was selected for a review process called verification. Before awarding Federal Student Aid, we are required to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need correction.

You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Evanston Office of Graduate Financial Aid, 555 Clark St, Evanston, IL 60208. We may ask for additional information. If you have questions about verification, contact gradfinaid@northwestern.edu as soon as possible so that your financial aid will not be delayed.

A. Student’s Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Student ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address (include apt. no.)</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Phone Number (include area code)</th>
<th>Alternate or Cell Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Student’s Family Information

List below the people in your household including:
- Yourself.
- Your spouse, if you are married.
- Your children, if you will provide more than half of their support from July 1, 2017 through June 30, 2018 even if they do not live with you.
- Other people who now live with you, if you provide more than half of their support and will continue to provide more than half of their support through June 30, 2018.

Include (in the space below) the information for any household member who is or will be enrolled at least half time, in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2017 and June 30, 2018.

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

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>Name of College</th>
<th>Will be Enrolled at Least Half Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marty Jones (example)</td>
<td>28</td>
<td>Wife</td>
<td>Central University</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Self</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
C. Student’s Income Information to Be Verified

1. Tax Return Filers—Important Note: If you and your spouse filed separate 2015 IRS tax returns or had a change in marital status after December 31, 2015, please contact gradfinaid@northwestern.edu before completing this section.

Complete this section if you, the student, filed or will file a 2015 income tax return with the IRS. The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.

Check the box that applies:

☐ I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my 2015 IRS income tax information into my FAFSA.

☐ I, the student, have not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my 2015 IRS income information into my FAFSA.

☐ I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web. I will instead submit my 2015 IRS tax return transcript(s)—not photocopies of the income tax return.

• Get Transcript by MAIL – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.”

• Get Transcript ONLINE – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click “Get Transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.”

• Automated Telephone Request – 1-800-908-9946

• Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

   - For electronic tax return filers, 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS.
   - For filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6–8 weeks after the 2015 paper IRS income tax return has been received by the IRS.
   - Contact gradfinaid@northwestern.edu if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

If the student and spouse filed separate 2015 IRS income tax returns, the IRS DRT cannot be used and the 2015 IRS Tax Return Transcript(s) must be provided for each.

☐ Check here if your IRS tax return transcript(s) is/are attached to this worksheet.

☐ Check here if your IRS tax return transcript(s) will be submitted later. Verification cannot be completed until we have received the IRS tax return transcript(s).

2. Individuals Granted a Filing Extension by the IRS

An individual who is required to file a 2015 IRS income tax return and has been granted a filing extension by the IRS, must provide:

- A copy of IRS Form 4868, ‘‘Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,’’ that was filed with the IRS for tax year 2015;
- A copy of the IRS’s approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2015;
- Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2016;
- A copy of IRS Form W–2 for each source of employment income received for tax year 2015 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 tax year 2015.
3. **Individuals Who Filed an Amended IRS Income Tax Return**

An individual who filed an amended IRS income tax return for tax year 2015 must provide:

- A 2015 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; and
- A signed copy of the 2015 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

4. **Individuals Who Were Victims of IRS Tax-Related Identity Theft**

An individual who was the victim of IRS tax-related identity theft must provide:

- 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; and
- 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.

5. **Tax Return Nonfilers**

Complete this section if you, the student (and, if married, your spouse), will not file and are not required to file a 2015 income tax return with the IRS.

Check the box that applies:

- The student (and, if married, the student’s spouse) was not employed and had no income earned from work in 2015.

- The student (and/or the student’s spouse if married) was employed in 2015 and has listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Provide copies of all 2015 W-2 forms issued to you (and, if married, to your spouse) by employers. List every employer even if the employer did not issue an IRS W-2 form.

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

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>2015 Amount Earned</th>
<th>IRS W-2 Attached?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzy’s Auto Body Shop (example)</td>
<td>$2,000.00</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2016 that indicates a 2015 IRS income tax return was not filed with the IRS or other relevant tax authority:

- Check here if confirmation of nonfiling is provided.

- Check here if confirmation of nonfiling will be provided later.
D. Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse’s signature is optional.

_________________________________________________  _________________________________
Student’s Signature      Date

_________________________________________________  _________________________________
Spouse’s Signature      Date

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

Do not mail this worksheet to the U.S. Department of Education.
Submit this worksheet to the Evanston Office of Graduate Financial Aid, 555 Clark St., Evanston, IL 60208.

You should make a copy of this worksheet for your records.