Your 2018–2019 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 – 3rd Flr, Evanston, IL 60208. We may ask for additional information. If you have questions, please 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. Number of Household Members and Number in College

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, 2018 through June 30, 2019 even if they do not live with you.
- Other people who now live with you, if you and/or your spouse provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

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, 2018 and June 30, 2019.

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>

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.
C. Student’s Income Information to Be Verified

1. Tax Return Filers—Important Note: If you and your spouse filed separate 2016 IRS tax returns or had a change in marital status after December 31, 2016, please contact gradfinaid@northwestern.edu before completing this section.

Complete this section if you and your spouse filed or will file a 2016 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. In most cases, no further documentation is needed to verify 2016 income information that was transferred into your FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

☐ I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my 2016 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 2016 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 2016 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.” The transcript is generally received within 10 business days from the IRS’s receipt of the online request.

- **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.” To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS’s two-step authentication.

- **Automated Telephone Request** – 1-800-908-9946 Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.

- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

If the student and spouse filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and the **2016 IRS Tax Return Transcript(s)** must be provided for each.

☐ Check here if your 2016 IRS tax return transcript(s) is/are attached to this worksheet.

☐ Check here if your 2016 IRS tax return transcript(s) will be submitted later. Verification cannot be completed until we have received the 2016 IRS tax return transcript(s).

2. Individuals Granted a Filing Extension by the IRS

An individual who is required to file a 2016 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 2016;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2016;
- 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, 2017;
- A copy of IRS Form W–2 for each source of employment income received or an equivalent document for tax year 2016 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 2016.
3. **Individuals Who Filed an Amended IRS Income Tax Return**

An individual who filed an amended IRS income tax return for tax year 2016 must provide:

- A 2016 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 2016 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. **Nontax Filers**

Complete this section if you, the student (and your spouse, if married), will not file and are not required to file a 2016 income tax return with the IRS.

**You must provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 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.

**Check the box that applies:**

- [ ] I, the student and my spouse (if married) were not employed and had no income earned from work in 2016.
- [ ] I, the student and/or my spouse (if married) were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form or an equivalent document is attached. Provide copies of all 2016 W-2 forms issued to you and/or your spouse (if married) 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>IRS W-2 or an Equivalent Document Provided?</th>
<th>Annual Amount Earned in 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzy’s Auto Body Shop (example)</td>
<td>yes</td>
<td>$2000</td>
</tr>
</tbody>
</table>
D. Certification and Signature

Each person signing below certifies that all of the information reported is complete and correct.

___________________________  _________________________________
Student’s Signature (Required)      Date

___________________________  _________________________________
Spouse’s Signature (Optional)     Date

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, 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. 3rd Flr, Evanston, IL 60208.

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