



2024-2025 Verification Worksheet Federal Student Aid Programs

Your FAFSA application was selected for review by the U.S. Dept. of Education for a process called verification. In this process NSU must compare information from your FAFSA with the documentation supplied to our office. We must collect all information before you can be awarded any type of Title IV aid. **If there are differences between your FAFSA and the other documents you supply, additional information may be requested and corrections may need to be submitted.** Your financial aid **will not** be processed until this form has been completed, returned, and verified.

1. Complete all sections and sign the worksheet – you must sign the worksheet.
2. Submit all required documents to the Office of Financial Aid. Student may visit their MY NSU my.nsula.edu to view all required documents. All required documents must be received on or prior to the last day of the semester by which you are attending.
3. If you, the student or spouse (if married) did not use the IRS Tax Retrieval process or you made changes after the IRS Retrieval, contact the IRS at www.irs.gov or call 1-800-908-9946 to obtain a 2022 tax transcript.
4. If you, the student or spouse (if married) did not file and/or is not required to file an IRS 1040, you must affirm that you are not required to file an IRS 1040 and include a copy of all 2022 W2 Forms from all employers, if applicable.

A. STUDENT INFORMATION (PLEASE PRINT OR TYPE)

Last Name	First Name	M.I.	Last <u>5</u> digits of SSN	NSU Student ID #
Address (include apt. #)		City	State	Zip Code
Date of Birth	E-mail Address	Phone Number (include area code)		

B. INDEPENDENT STUDENT INDICATION – PLEASE CHECK ONE

- ☐ **Age:** you are at least 24 years old.
- ☐ **Military Status:** you are currently active duty in the U.S. armed forces or a veteran of the U.S. armed forces.
- ☐ **Other:** Unusual or Special Circumstances-unable to provide parental information.

C. FAMILY INFORMATION

List the people in your household as of the date this form is completed. **Write the names of ALL household members** to include the following:

- ❖ Yourself and your spouse if you are married/remarried and not separated, and
- ❖ Your children if you will provide more than half of their support from July 1, 2024 - June 30, 2025, even if they don't live with you.
- ❖ 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, 2024 - June 30, 2025. **Must include a signed statement of support from any other people listed in your household, including child(ren) over the age of 24.**

Note: If NSU believes the information regarding the household members to be inaccurate, we may require additional documentation.

Full Name	Age	Relationship to Student
		Self

D. STUDENT TAX DATA - PLEASE CHECK ONE

- ☐ I used the FA-DDX Retrieval process when I completed the FAFSA.
- ☐ I did not use the FA-DDX Retrieval process when I completed the FAFSA and I have attached the 2022 IRS 1040 Tax Return Transcript.
- ☐ I attest that I was employed and had income earned from work in 2022 but was not required to file a 2022 Federal Income Tax Return. I have attached all W2 forms that I have received for 2022. **You must complete Section F – Wage Information.**
- ☐ I attest that I was not employed and had no income earned from work in 2022. **Skip to Section G – Student Non-Tax Filers**

E. SPOUSE (If Married) - COMPLETE ONLY IF YOU DID NOT FILE AND/OR NOT REQUIRED TO FILE A 1040 TAX RETURN

- ☐ I attest that I was employed and had income earned from work in 2022 but was not required to file a 2022 Federal Income Tax Return. I have attached all W2 forms that I have received for 2022. **You must complete Section F – Wage Information.**
- ☐ I attest that I was not employed and had no income earned from work in 2022. **Skip to Section H – Spouse Non-Tax Filers**

F. WAGE INFORMATION - PLEASE COMPLETE THIS SECTION ONLY IF YOU ARE NOT REQUIRED TO FILE A 2022 IRS 1040

- ❖ If you and/or spouse worked in 2022 please list your wage information below. Provide all copies of 2022 W2 forms.
- ❖ Be sure to enter zeroes if no funds were received and/or indicate “did not work,” in the appropriate blanks.
- ❖ If you did not work and/or was not required to file a 2022 Federal Income Tax Return, please **Skip to Section G – Student Non-Tax Filers.**
- ❖ If your spouse (if married) did not work and/or was not required to file a 2022 Federal Income Tax Return, please **Skip to Section H – Spouse Non-Tax Filers**

**Please note failure to complete this section will delay the processing of your verification.*

Employer's Name	Income Earned From Work for Student	Income Earned From Work for Spouse
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2000</i>	

G. STUDENT NON-TAX FILERS

Complete this section if the student will not file and are not required to file a 2022 income tax return with the IRS. By checking below, you are certifying that you have not filed and are not required to file a 2022 IRS 1040 Tax Return.

____ I have not filed and I am not required to file a 2022 IRS 1040 Tax Return.

H. SPOUSE NON-TAX FILERS

Complete this section if the spouse (if married) will not file and are not required to file a 2022 income tax return with the IRS. By checking below, you are certifying that you have not filed and are not required to file a 2022 IRS 1040 Tax Return.

____ I have not filed and I am not required to file a 2022 IRS 1040 Tax Return.

I. CERTIFICATION AND SIGNATURE

By signing below certifies that all the information reported is complete and correct. The student whose information was reported on the FAFSA must sign and date. Warning: If you purposely give false or misleading information, you may be fined, be sentenced to jail, or both.

Student's Signature

Date

Return by Fax, Email or Mail to:

Northwestern State University
Office of Student Financial Aid
212 Student Services Center
Natchitoches, La 71497
318-357-5488 Fax 318-357-5961 Phone
nsufinaid@nsula.edu – Email