

Financial Aid Office P: 978.478.3422
 320 South Main Street F: 978.478.3428
 Haverhill, MA 01835 E: financialaid@northpoint.edu

2020-2021 Verification Worksheet **Dependent**

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification." In this process, Northpoint will be comparing information from your FAFSA with copies of your **2018** Federal Income Tax Return Transcripts and other financial documents. According to Title IV regulations, this information is required before federal aid can be offered. If there are differences between your FAFSA application and your financial documents, Northpoint Bible College may send electronic corrections to have your information reprocessed. Please complete this verification process within 30 days so your financial aid will not be delayed.

- What you should do:**
1. Collect your *signed* **2018** Income Tax Form 1040 and all Schedules, W2s, **or** IRS Tax Return Transcript(s).
 2. Complete and promptly submit this *signed* worksheet and requested tax documents to the Financial Aid Office.

Section A: Student Information

			XXX-XX-
Last Name	First Name	M.I.	SSN (last 4)
Address (include apt. no.)		Phone number (include area code)	
City	State	Zip Code	Email

Section B: Family Information

1. List the people in your parent(s) household, including:
 - Yourself and your parent(s) (including step-parent) even if you don't live with your parents.
 - Your parents' other children, even if they don't live with your parent(s) if your parents will provide more than half of their support from July 1, 2020 through June 30, 2021 or they would be required to provide parental information when applying for Federal Student Aid.
 - Other people if they now live with your parents, your parents provide more than half of their support, and your parents will continue to provide more than half of their support from July 1, 2020 through June 30, 2021.

Please list every household member in the space(s) below. Also, list the college attended by any household member (excluding your parents' college) who will be enrolled at least half time between July 1, 2020 and June 30, 2021 in a degree, diploma, or certificate program at a post-secondary Title IV educational institution.

Full Name	Age	Relationship	College
		Self	Northpoint Bible College

* If there is not enough space, please attach a separate piece of paper.

Section C: Tax Forms and Income Information – Student

Please use the Data Retrieval Tool (DRT) within the FAFSA to transfer your **2018** income tax information to the FAFSA. If you are unable to use the DRT, please order a Tax Return Transcript (TRT) by accessing the IRS website at www.irs.gov or by phoning (800) 908-9946 **OR** submit a **signed** copy of your **2018** 1040 federal income tax return as well as copies of all Schedules (i.e. Schedule 1, etc.) used.

Check only one box below:

- Check here if you used the IRS Data Retrieval Tool within the FAFSA to transfer your tax information to the FAFSA.
- Check here if you have ordered and will be sending a Tax Return Transcript to the school, or have attached the TRT to this form.
- Check here if you will not file, and are not required to file, a 2018 U.S. Income tax return and **complete the section below.**

If you did not file and are not required to file a **2018** federal income tax return, list your employer(s) and any income received in **2018** below. **Please attach copies of your W2 form(s) if you earned wages but did not file taxes.**

Source(s)	2018 Income
	\$
	\$
	\$
	\$
	\$
	\$
	\$

*** If you earned more than \$400 as “self-employed” (i.e. babysitting, yard work) you must file a tax return using Schedules C and SE.**

Section D: Tax Forms and Income Information – Parent(s)

Please use the Data Retrieval Tool (DRT) within the FAFSA to transfer your **2018** income tax information to the FAFSA. If you are unable to use the DRT, please order a Tax Return Transcript (TRT) by accessing the IRS website at www.irs.gov or by phoning (800) 908-9946 **OR** submit a **signed** copy of your **2018** 1040 federal income tax return as well as copies of all Schedules (i.e. Schedule 1, etc.) used.

Check only one box below:

- Check here if you used the IRS Data Retrieval Tool within the FAFSA to transfer your tax information to the FAFSA.
- Check here if you have ordered and will be sending a Tax Return Transcript to the school, or have attached the TRT to this form.
- Check here if you will not file, and are not required to file, a 2018 U.S. Income Tax Return and **complete the section below.**

Please attach copies of your W2 form(s) if you earned wages but did not file taxes.

List source(s) of untaxed income (i.e. child support received, untaxed portions of pensions, clergy housing allowance , etc.)	2018 Income
	\$

