

Financial Aid Office	P: 978.478.3422
320 South Main Street	F: 978.478.3428
Haverhill, MA 01835	E: <a href="mailto:financialaid@northpoint.edu">financialaid@northpoint.edu</a>

**2020-2021 Verification Worksheet** **Independent**

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, Verification of Non-Filing, 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)
			Date of Birth
			Phone number (include area code)
City	State	Zip Code	Email

**Section B: Family Information**

1. List the people in your household, including:
  - Yourself.
  - Your spouse (if you are married). If you are separated, **do not** include your spouse.
  - Your dependent children, if you provide more than half of their support, even if they do not 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, 2020 through June 30, 2021.
  - **If you provided child support to another household and it did not constitute half of the child's support, DO NOT list them here.**

Please list every household member in the space(s) below. Also, list the college attended by any household member 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](http://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 all Schedules (i.e. Schedule 1) used. If you did not file taxes, order the *Verification of Non-filing* form using IRS Form 4506-T (check box #7).

**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)** and/or attach the *Verification of Non-filing* form.

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 – Spouse

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 by accessing the IRS website at [www.irs.gov](http://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 all Schedules.

**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)** and/or the *Verification of Non-filing* form.

Source(s) (i.e. child support received, <b>untaxed</b> portions of pensions, <b>clergy housing allowance</b> , etc.)	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 E: Signature

Each person signing this form certifies that all the information reported on it is complete and accurate. The student and a spouse, if applicable, **must** “wet” sign and date this form and return by mail, email attachment, or fax.

**Warning!**  
Providing false or misleading information may result in fines, imprisonment, or both.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse

\_\_\_\_\_  
Date