

2018-2019 VERIFICATION FORM 1
North Central Michigan College

FORM 1
Dependent (V1/V5)

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review by the U.S. Department of Education in a process called Verification. Colleges and universities are then required to verify that the data reported by students and their parent(s) on the FAFSA is accurate. Participation in the Verification process is **NOT** optional if you wish to receive federal student aid, including federal student loans. Please visit our **Verification for Financial Aid** webpage under **Paying for College** to obtain additional verification information.

2018-2019 Dependent Verification Form 1 Instructions

Failure to submit ALL documents may result in processing delays or loss of Federal Financial Aid

Complete Verification Form 1 along with HAND WRITTEN SIGNATURES, electronic signatures are not accepted.

A. Student Information

Last Name	First Name	M.I.	Last 4 of SSN OR NCMC Student ID#
Address (Include Apt. No.)			Date of Birth
City	State	Zip Code	Phone Number (Include Area Code)

B. Family Information

List the people in your **Parent(s) Household**, including:

- Yourself – **Even if you do not live with your parent(s)**
- Your Parent(s) (including stepparent)
- Your Parent(s)' other children if the parents will provide more than half of the children's support from July 1, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they were completing the FAFSA for 2018-2019. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support from July 1, 2018 through June 30, 2019.
- Give the full name, age, relationship to you, and the name of the college if they are attending college and enrolled **at least half time** in a degree, diploma, or certificate program at a postsecondary educational institution between July 1, 2018 and June 30, 2019. If your parent(s) is/are attending college you do not need to fill out the college section for them. (If more room is needed attach a separate piece of paper with the students name on top).

Full Name	Age	Relationship	College
		SELF	North Central Michigan College

IRS DATA RETRIEVAL TOOL (DRT) – BEST OPTION	2016 Federal Tax Return
<ol style="list-style-type: none"> 1. Sign into https://www.fafsa.ed.gov 2. Select 'Make A Correction' 3. Select Parent Finances Tab 4. Select 'Link to IRS' and complete steps with IRS (On IRS Website make sure to check the box to the left of the 'Transfer my Tax Information into the FAFSA' AND click the box that says, 'Transfer Now'). 5. Data will show as 'Transferred from the IRS' on your FAFSA 6. Select Student Finances Tab (If student is required to provide tax transcript) and repeat steps 4 and 5 for student. 7. Resubmit FAFSA 	<ul style="list-style-type: none"> • SIGNED copy of your 2016 Federal Tax Return. <p>For Non-Fileers:</p> <ul style="list-style-type: none"> • Contact the IRS to obtain a 2016 IRS Letter of Non-Filing at https://www.irs.gov/pub/irs-pdf/f4506t.pdf • Fill out the form and select box 7 • Fax to 1-855-800-8015

Last Name
 First Name
 M.I.
 Last 4 SSN
 OR
 NCMC ID #

C. Student AND Parent Income Verification

STUDENT	PARENT	Must check ONE for the Student and ONE for the Parent.
<input type="checkbox"/>	<input type="checkbox"/>	A. I have attached my 2016 Federal Tax Return
<input type="checkbox"/>	<input type="checkbox"/>	B. I have successfully linked the IRS DRT to FAFSA (Directions on how to link your information is listed above).
<input type="checkbox"/>	<input type="checkbox"/>	C. I was employed in 2016 but am not required to file a 2016 income tax return with the IRS. MUST attach all W-2's. If the Parent checks this box the Parent must order 2016 letter of non-filing from the IRS (see directions at top of page) to verify non-filing as well as attach all W-2's.
<input type="checkbox"/>	<input type="checkbox"/>	D. I was not employed and had no income earned from work in 2016. If the Parent checks this box the Parent must order 2016 letter of non-filing from the IRS (See directions above).

*If parents are 'married and filed separately' or 'not married and living together' or the parent you are using for FAFSA is remarried a tax return for **each parent/step-parent** in the household must be provided.

D. Signature and Certification – HAND WRITTEN SIGNATURES ONLY

Each person signing this form certifies that all the information reported is complete and correct. The student and one parent **must** sign. (Electronic Signatures Not Accepted)

Student
 Date
 Parent
 Date

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

Submit to:

Mail: North Central Michigan College Financial Aid Office 1515 Howard Street Petoskey, MI 49770

Fax: 231-348-6627 OR 231-348-6685

Electronic Upload: www.ncmich.edu > Paying for College > Verification for Financial Aid > Question #5

Email: New regulations from the U.S. Department of Education state that emailing documents is not a secure method of delivery. All emailed documents must be encrypted for security and any emailed documents received by Financial Aid not encrypted are sent at the student's risk.