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NATIONAL
LOUIS
UNIVERSITY

FREE

Application for **Federal Student Aid (FAFSA) and Verification Guide**

2017–2018

**FAFSA Now Available (October 1, 2016)
File it Early**

Attend a FAFSA Workshop.
Sign up at www.nl.edu/fafsaworkshop

OFFICE OF STUDENT FINANCE

(office hours in Chicago and Wheeling)

www.nl.edu/financialaid • studentfinance@nl.edu • 800.NLU.TODAY, option 3 • (fax) 847.465.5894

FEDERAL SCHOOL CODE: 001733

FAFSA campus: 122 S. Michigan Ave., Chicago, IL 60603, regardless of which campus you will attend

Complete Your 2017–2018 FAFSA

Filing the FAFSA is free. File Early.

3-STEP FAFSA

- **Obtain a Federal Student Aid ID (FSA ID)** online at fsaid.ed.gov. It serves as the student's electronic signature and is used to complete and sign the FAFSA, make corrections to the Student Aid Report (SAR), and monitor federal loans. The parent of a dependent student should also request a FSA ID, which will be used as their electronic signature to sign the student's FAFSA.
- **Complete the 2017–2018 FAFSA** online at fafsa.ed.gov. Select NLU as your school of choice and add our Federal School Code, 001733, to your FAFSA. Please choose the Chicago campus address, 122 S. Michigan Ave., Chicago, IL 60603, regardless of which campus you will attend. Complete the Renewal FAFSA (a shorter process) if you completed a 2016-17 FAFSA.
- **Use the IRS Data Retrieval Tool when completing the FAFSA** to request your and your parent's 2015 tax information. For assistance completing your FAFSA, attend one of our FAFSA Workshops. Sign up here. nl.edu/fafsaworkshop

INFO YOU NEED

- NLU's Federal School Code: 001733
- FSA ID username and password
- Social Security Number

Also bring if you have

- Driver's License Number
- W-2 Forms for 2015
- Your (and your spouse's, if married) 2015 Federal Income Tax Return
- Your parent's 2015 Federal Income Tax Return (if student is born after January 1, 1994)
- Your (and your spouse's if you're married, and parent's, if born after January 1, 1994) 2015 untaxed income records such as Social Security benefits, Temporary Assistance to Needy Families (TANF), welfare, veterans' benefits records, unemployment compensation or disability benefits records.
- Student's alien registration card (permanent resident card) if not a U.S. citizen. International and undocumented students should not complete the FAFSA.

Please Note: If you or your parents have not filed your taxes, we can estimate tax based on your prior year's tax return or your 2015 W-2s so please bring them with you. If you are in an undergraduate or non-degree seeking program and born after January 1, 1994, we will also need parent's tax information.

MINIMIZE CONFLICTING INFO

Minimize reporting conflicting information on your FAFSA which increases your chances of being selected for verification. Make sure you provide complete, correct information. Don't guess at information, double-check it with parents if needed.

- Use the IRS Data Retrieval Tool within the FAFSA to transfer your and your parent's 2015 tax info directly into the FAFSA (see detailed steps below).
- Marital Status and Tax Filing Status — discrepancy between tax filing status and marital status. Married persons can file their tax return with a status of "married filing jointly or married filing separately". In rare cases they may also file as "head of household". Visit the IRS Interactive Tax Assistant at www.irs.gov/ita to answer questions about your or your parent's filing status.
- Double-check social security numbers.
- If you, your spouse or parents worked in 2015, make sure you list all income/earnings/wages.
- Include any untaxed income and additional financial information, especially where you list zero to no income.
- Double-check household size. See Section B of the verification worksheet on page 3.
- Make sure your parent signs the FAFSA.
- Once you submit your FAFSA, try to minimize making changes.



File your FAFSA early to receive maximum consideration for the Illinois State Monetary Award Program (MAP) Grant

VERIFICATION DETAILS AND STEPS

The Department of Education (ED) randomly selects applicants for verification. If you are selected and must send additional information, we will contact you (via your NLU email) to let you know what required documents you must submit in order to complete verification.

Verification must be completed before a student can receive an official financial aid award package.

If you have questions about verification, contact our office as soon as possible so that your financial aid will not be delayed.

The image shows a screenshot of the "2017-2018 Dependent Verification Worksheet" from National Louis University. At the top right, there is a box with "VI". Below the title, there is a disclaimer: "Your 2017-2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, our office 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 to be corrected. You must complete and sign this worksheet, attach any required documents, and submit this form and other required documents to the Student Finance Office. National Louis University may ask for additional information. If you have questions about verification, contact our office as soon as possible so that your financial aid will not be delayed." Below the disclaimer, there are two main sections: "A. Dependent Student's Information" and "B. Family Information". Section A includes fields for Student's Last Name, First Name, M.I., Social Security Number, Street Address (include apt. no.), Date of Birth, City, State, Zip Code, Email Address, Home Phone Number (include area code), and Alternate or Cell Phone Number. Section B includes a list of people in the parent(s)' household, including: "Yourself", "Your parent(s) (including your stepparent) even if you don't live with your parent(s)", "Your parent(s) children if your parent(s) will provide more than half of their support from July 1, 2017 through June 30, 2018 (even if they don't live with your parent(s))", and "Other people who live with your parent(s) and your parent(s) provide more than half of their support and will continue to from July 1, 2017 through June 30, 2018".

COMPLETE THE VERIFICATION WORKSHEET

Section A: Student's Information

Complete your demographic information so that we know how to contact you if we have questions.

Section B: Family Information

List the people in your parent(s)' household, including: **yourself, your parent(s)** (including your stepparent) even if you don't live with your parent(s), **your parent(s)' children** if your parent(s) will provide more than half of their support from July 1, 2017 through June 30, 2018 (even if they don't live with your parents), and **other people** who live with your parent(s) and your parent(s) provide more than half of their support and will continue July 1, 2017–June 30, 2018.

List the **name of the college** for any household member, excluding your parent(s), who will be enrolled at least half-time, in college at any time between July 1, 2017 and June 30, 2018. **Do not list any non-relative, extended family members, boyfriends, girlfriends, fiancés, or roommates unless they are claimed as a dependent on your parent(s)' taxes.**

Full Name	Age	Relationship to student	College	Will be enrolled at least part-time
Missy Jones (Example)	19	Sister	Central University	Yes

Section C: Student's Income Information to be Verified

You must select only one option below:

- Use the IRS Data Retrieval Tool when submitting the FAFSA to import tax information, if you filed.
- Submit a 2015 IRS Tax Return Transcript (not the original Income Tax Return). Request it at www.irs.gov or by contacting the IRS at 800.908.9946.
- Submit a 2015 IRS Confirmation of Non-Filing if you (independent students) or your parents (dependent students) will not file and are not required to file a 2015 U.S. Income Tax Return. Submit your and your parents 2015 W-2s. Submit Schedule C if self-employed. Provide information on employer(s) and income received in 2015.

Section D: Parent(s)' Income Information to be Verified

Parents must select only one option below:

- Use the IRS Data Retrieval Tool when submitting the FAFSA to import tax information, if you filed.
- Submit a 2015 IRS Tax Return Transcript (not the original Income Tax Return). Request it at www.irs.gov or by contacting the IRS at 800.908.9946.

- Submit a 2015 IRS Confirmation of Non-Filing if you, your spouse (independent students) or your parents (dependent students) have no income or will not file and are not required to file a 2015 U.S. Income Tax Return. Submit your and your parents 2015 W-2s. Submit Schedule C if self-employed. Provide information on employer(s) and income received in 2015.

Section E: Student or Parent(s)' Other Information to be Verified

- Indicate whether anyone in the student's or parent(s)' household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program (SNAP/formerly known as food stamps) any time during past two calendar years. **You may be asked to provide additional documentation from the agency that issued the SNAP benefits).**
- Indicate whether you or your spouse paid child support in 2015 as outlined below.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child Whom Support was Paid	Amount of Child Support Paid in 2015
Missy Jones (Example)	Chris Smith	Terry Jones	\$6,000.00

TRANSFER IRS TAX INFO

Use the IRS Data Retrieval Tool to transfer your IRS tax information directly into your FAFSA.

- Go to fafsa.ed.gov and select the "Start Here" button.
- Log in using your FSA ID.
- Select the "Continue" or "Make a Correction" button.
- Select the "Financial Information" tab from the top of the page.

Steps to Transfer IRS Tax Info:

- 1) Go to "Parent (or Student) Financial Information" page.
- 2) Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool
- 3) If eligible and providing parent info, select which parent is providing information on the FAFSA. Enter the FSA ID for the parent providing the information. Skip if parent info not required.
- 4) Click "Link to IRS"
- 5) Review the information displayed and select the "Transfer my Information into the FAFSA" option
- 6) Proceed to the Sign and Submit page

REQUEST TAX INFO FROM THE IRS (FREE)


How to request Tax Return Transcript or Verification of Non-Filing, or W-2 Wage and Income Statement

- 1) Go to the IRS website www.IRS.gov.
- 2) Locate the Tools section on the homepage and select "Get a Tax Transcript."

Tools

- › Apply for an online payment plan
- › Get a tax transcript
- › Apply for an employer ID number
- › Change your tax withholding
- › Check status of your amended return
- › More ...

- 3) Select "Get Transcript Online".



What You Need
To register and use this service, you need:

- your **SSN**, date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- a mobile phone with your name on the account.

- 4) Select the 'Get Started' button to create an account if you are a first time user. Select the 'Log In' button if you already have an account.



First Time Users

If this is the first time you are using this online service, we will need to verify your identity before we proceed.

[GET STARTED >](#)

Returning Users

Log in below if you've previously registered through any of the following applications:

- Get Transcript
- Identity Protection PIN (IP PIN)
- Online Payment Agreement (OPA)
- ePostcard

Username

Mask Username

[LOG IN >](#)

[Forgot Username](#)

- 5) Enter your name and email address. Click on "Send Email Confirmation Code".
- 6) Retrieve and enter the confirmation code. Click on "Verify Email Confirmation Code".
- 7) Enter the tax filer's social security number, date of birth, tax filing status, street address, and zip or postal code. Use the address currently on file with the IRS. Generally, this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the U.S. Postal Service, the IRS may have the updated address on file.
- 8) Select checkbox and click the "Continue" button to proceed as guest. Proceeding as a guest user will require you to enter this information every time you access the system. If you would like this information stored for future use do not check the box. Click the "Continue" button to create a User ID and password.
- 9) Answer 4 multiple choice security questions derived from your credit file.
- 10) Select the reason for getting a transcript — "Higher Education/Student Aid".
- 11) You can print the document and/or save as a PDF.

Other Way To Get Tax Info:

- **Tax Return Transcript**
Contact the IRS at 800.908.9946 or request it by mail at www.irs.gov
- **Verification of Non-Filing**
contact the IRS at 800.829.1040

CONTACT STUDENT FINANCE

if you have questions or need help.

Attend a workshop to get help completing your FAFSA. We host at least one workshop each week on-campus in Chicago and Wheeling. Sign up at www.nl.edu/fafsa/workshop

Student Finance

122 S. Michigan Ave., Chicago, IL 60603
1000 Capitol Dr., Wheeling, IL 60090
nl.edu/financialaid
studentfinance@nl.edu
800.NLU.TODAY (658.8632), option 3