



BOWLING GREEN STATE UNIVERSITY

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification". If necessary, SFA will make corrections to your FAFSA, and your financial aid may be adjusted. Check your **To Do List and Holds** in your MyBGSU regularly for other outstanding items to avoid possible delays in processing.

Carefully read these instructions before filling out the remainder of this form:

- **Complete each section or it may be rejected.** Do not leave any section blank; if it doesn't apply, write N/A. If more space is required, attach a separate page. Be sure to add the student's name and BGSU ID number on each page.
- **Common errors causing form rejection:**
 - **Step 3** – Leaving employer and earned income blank.
 - **Step 4** – Electronic signatures or lacking all required signatures.

Upload and submit completed form by the deadlines below to ensure aid is reflected on your student bill.

Fall Semester 2024 – June 16, 2025

Spring Semester 2025 – November 10, 2025

Form can be uploaded at: <https://sfa.bgsu.edu/upload>

Step 1 – Contact Information

Student Last Name	First Name	M.I.	BGSU ID Number
Address (include apt. no)	City	State	Student Phone Number

Step 2 – Tax Information

Student	Spouse (if married)
☐ I did not work in 2023 and did not file a 2023 Federal Tax Return. I'm including my IRS Verification of Non-filing Letter (VNF), or I attempted but was unable to obtain a VNF.	☐ I did not work in 2023 and did not file a 2023 Federal Tax Return. I'm including my IRS Verification of Non-filing Letter (VNF), or I attempted but was unable to obtain a VNF.
OR	OR
☐ I worked in 2023, but was not required to file a 2023 Federal Tax Return. I'm including my IRS Verification of Non-filing Letter (VNF), or I attempted but was unable to obtain a VNF. Must submit copies of 2023 W-2's.	☐ I worked in 2023, but was not required to file a 2023 Federal Tax Return. I'm including my IRS Verification of Non-filing Letter (VNF), or I attempted but was unable to obtain a VNF. Must submit copies of 2023 W-2's.

Step 3 – Income Information

List all 2023 employers and amounts earned in the box below, even if no W-2 was issued. Attached a separate page with the student's name and BGSU ID if more space is required. If you didn't work in 2023, enter N/A under 2023 Employer Name and \$0 under 2023 Wages (**Do not leave blank**).

Non-Tax Filers: If you were not required to file a return but worked during 2023, list all employers and the amounts earned below. You must also submit copies of your 2023 W-2s. If you don't have a copy of your 2023 W-2, request a 2023 Wage and Income Transcript from the IRS at <https://www.irs.gov>.

2023 Income	2023 Employer Name	2023 Wages (Use box 1 on Form W-2. If no W-2 was issued, list all earnings from job.)
Student		
Student's Spouse		

Step 4 – Sign

Each person signing this form certifies all information reported is complete and accurate. This student and spouse, if married, must provide a signature and date. **Do not sign electronically.**

_____ Student Signature	_____ Date
_____ Student's Spouse Signature	_____ Date

Step 5 – Submit Form

Using our document upload ensures your documents will be process in a timely manner.

Upload & Submit completed SFA forms at:
<https://sfa.bgsu.edu/upload>

Have Questions?

If you need assistance completing this form you may contact a financial aid advisor by calling 419-372-2651, Mon-Fri, 8:00 am – 5:00 pm.

You can also ask your question online using our secure web portal at:

<https://sfa.bgsu.edu/asksfa>