



Return This Form To:
Northeastern State University
Student Financial Services
715 N. Grand Ave.
Tahlequah, OK 74464
Phone (918) 444-3456
FAX: (918) 458-2150

2018-2019 Verification Worksheet – Independent V1

Your Free Application for Federal Student Aid (FAFSA) was selected for a process called verification. Federal regulations require that we check the accuracy of the information provided on the 2018-2019 FAFSA. Final eligibility for financial aid cannot be determined until the requested documentation is received and reviewed.

_____	_____	_____	N_____	_____
Last Name	First Name	MI		Student ID #

List below the people in your household – **INCLUDE**:

- Yourself and your spouse (if you are married)
- Your children (stepchildren), if any, if you will provide MORE than half of their support between July 1, 2018 and June 30, 2019. Also include any children who would be required to provide your information if they were completing a FAFSA for 2018-2019 even if they do not currently live with you.
- Include any other people that now live in your household, that you do and will provide MORE than half of their support through June 30, 2019.

Write the names, age, and relationship to student of all household members in the space(s) below. Also write in the name of the college for any household member who will be attending at least half time between July 1, 2018 and June 30, 2019, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page and include the students name and ID number at the top.

Section A. Household Information

Full Name	Age	Relationship to Student	College Attending for 2018/2019	Enrolled at least half-time? (Y/N)
		Self	NSU	

Section B. Student and Spouse Tax and Income Information

The 2016 Tax Return information can only be supplied by providing a tax return transcript or by using the IRS Data Retrieval Tool on the FAFSA.

Student	Spouse	TAX FILERS ONLY
<input type="checkbox"/>	<input type="checkbox"/>	I have used the IRS Data Retrieval Tool to transfer 2016 IRS tax return information into my FAFSA.
<input type="checkbox"/>	<input type="checkbox"/>	I have not yet used the IRS Data Retrieval Tool but will use the tool to transfer 2016 IRS tax information into my FAFSA.
<input type="checkbox"/>	<input type="checkbox"/>	I have attached a copy of my 2016 IRS Tax Return Transcript. (See Option 2). Personal copies of tax returns such as the 1040, 1040A, or 1040EZ cannot be accepted.

Ways to get an IRS Tax Return Transcript:

- ✓ Get Transcript by Mail - Go to www.irs.gov, under the heading “Tools”, click “Get a Tax Transcript”. Click “Get Transcript by Mail”. Make sure to request the “IRS Tax Return Transcript” and NOT the Account Transcript.
- ✓ Get Transcript ONLINE - Go to www.irs.gov, under the heading “Tools”, click “Get a tax transcript”. Make sure to request the “IRS Tax Return Transcript” and NOT the Account Transcript.
- ✓ Automated Telephone Request 1-800-908-9946. Request the Tax Return Transcript, NOT the Account Transcript.
- ✓ Paper Request Form - Go to www.irs.gov. Enter 4506-T in search box. Print the form and submit directly to the IRS

Student	Spouse	NON TAX FILERS ONLY		
<input type="checkbox"/>	<input type="checkbox"/>	I <u>did not</u> work and had no income earned from work in 2016.		
<input type="checkbox"/>	<input type="checkbox"/>	I worked in 2016 but I did not earn enough to be required to file taxes. (If you did work, please check mark who’s income it was, list the employer, amount earned, and provide W-2’s)		
		Name of Employer	Amount earned in 2016	Received a W-2? (Y/N)
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

- ✓ You are required to submit a letter of non-tax filing status from the IRS. You can obtain this letter by submitting IRS form 4506-T (Check Box 7) to the IRS. Form 4506-T can be found at www.irs.gov. The IRS will then forward a letter to you and our office will require a copy of that letter along with these completed verification documents.
- ✓ You may also receive verification of non-filing by requesting a copy of the tax transcript at www.irs.gov. If a transcript is not found, a statement saying you did not file taxes will display on the screen. Print the statement and provide a copy to our office.
- ✓ Please provide a copy of your W-2(s). If you do not have a copy, you may request your wage and income transcript from www.irs.gov

Section C. Certification and Signature

Signing this worksheet certifies that all of the information reported on it is complete and correct.

Student Signature: _____

Date: _____

Spouse Signature: _____

Date: _____