



**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 V5

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		Student ID #
_____		_____
First Name		MI

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 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](http://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](http://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](http://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](http://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](http://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](http://www.irs.gov)

**Section C. High School Completion Status**

---

Provide one of the following documents that indicate the student's high school completion status when the student will begin college during the 2018-2019 academic year:

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student's General Educational Development (GED) certificate or GED transcript.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- If State law requires a homeschooled student to obtain a secondary school completion credential for home-school (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If State law does not require a homeschooled student to obtain a secondary school completion credential for home-school (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a home-school setting.

*If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.*

**Section D. Identity and Statement of Educational Purpose**

---

The student **must appear in person** at Northeastern State University (Financial Aid Department) to verify his or her identity by **presenting a valid government-issued photo identification (ID)**, such as, but not limited to, a driver's license, other state-issued ID, or passport. **The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.**

In addition, the student must sign, in the presence of a NSU Financial Aid Representative, the following:

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational  
(Print Student's Name)

Purpose and that the federal student financial assistance I may receive will only be use for educational purposes and to pay the cost of attending: \_\_\_\_\_ for 2018-2019.

(Name of Postsecondary Educational Institution)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Financial Aid Representative

\_\_\_\_\_  
Date

**Section E. Certification and Signature**

---

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

\_\_\_\_\_  
Student Signature:

\_\_\_\_\_  
Date