



2018-2019 Verification Worksheet

Your Free Application for Federal Student Aid (FAFSA) has been selected for review in a process called "verification." The U.S. Department of Education requires that Oklahoma Wesleyan University compare the information reported by you (and your parents, if a dependent student) on the FAFSA to your actual financial documents. Federal law stipulates that schools maintain the right to review this information before awarding federal aid, in order to comply with federal regulations. Any errors on your FAFSA that are discovered during the verification process will be corrected electronically with the U.S. Department of Education by Oklahoma Wesleyan University.

Student Information:

_____	_____
Last Name	First Name
_____	_____
Street Address	City, State, Zip
_____	_____
Date of Birth	Social Security Number

Student's Family Information:

For Independent Students, include:

- The student
- The student's spouse, if married
- Dependent children if the student or spouse provides 50% of the support from July 1, 2018, through June 30, 2019.
- Other people who now live with the student, who the student provides 50% of the support and will continue to provide 50% through June 30, 2019.

For Dependent Students, include:

- The student
- The parents (including a stepparent)
- The parents' other children if the parents provide 50% of the support from July 1, 2018, through June 30, 2019.
- Other people who now live with the parent, who the parent provides 50% of the support and will continue to provide 50% through June 30, 2019.

Full Name	Age	Relationship	College (enrolled at least 1/2 time in 2018-2019 in a eligible degree program)

Please submit completed forms:



Tax Information:

For the student and spouse, please check the box that applies.

- The student has used the IRS Data Retrieval Tool in the FAFSA to transfer 2016 tax information.
- The student was unable to use the IRS Data Retrieval Tool in the FAFSA and instead will provide OKWU with a 2016 IRS Return Transcript (instructions below).
- The student (and spouse) was not employed and had no income earned in 2016 and will provide a Verification of Non-filing Letter from the IRS dated after October 1, 2017 (instructions below).
- The student (and spouse) was employed but did not file taxes. Listed below are all employers and amount(s) earned in 2016. You must include copies of a W-2 from each employer

Employer's Name	W-2 Provided	Amount Earned in 2016
	Y N	\$
	Y N	\$
	Y N	\$

For the parents of dependent students, please check the box that applies. You may skip this section if you are considered an independent student for FAFSA purposes.

- The parents have used the IRS Data Retrieval Tool in the FAFSA to transfer 2016 tax information.
- The parents were unable to use the IRS Data Retrieval Tool in the FAFSA and instead will provide OKWU with a 2016 IRS Return Transcript (instructions below).
- The parents were not employed and had no income earned in 2016 and will provide a Verification of Non-filing Letter from the IRS dated after October 1, 2017 (instructions below).
- The parents were employed but did not file taxes. Listed below are all employers and amount(s) earned in 2016. You must include copies of a W-2 from each employer

Employer's Name	W-2 Provided	Amount Earned in 2016
	Y N	\$
	Y N	\$
	Y N	\$

Certification

I certify that the information reported is true and correct. I acknowledge that I am aware that purposely giving false or misleading information is punishable by a fine up to \$20,000, imprisonment, or both.

Student Signature

Date

Parent Signature

Date

Please submit completed forms:

Online: www.okwu.edu/upload • **Fax:** (918) 335-6811 • **Mail:** 2201 Silver Lake Road, Bartlesville, OK 74006

A 2016 IRS Return Transcript may be obtained through:

- Get Transcript by MAIL
 - Go to www.irs.gov
 - Click "Get My Tax Record"
 - Click "Get Transcript by MAIL"
 - Make sure to request the "Return Transcript"
 - The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript ONLINE (not available for all students)
 - Go to www.irs.gov
 - Click "Get My Tax Record"
 - Click "Get Transcript Online"
 - Make sure to request the "Return Transcript"
 - The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Automated Telephone Request
 - Call 1-800-908-9946.
 - Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form
 - Download IRS 4506-T.
 - The form cannot have ANY of the fields that are crossed out.
 - If you want it sent directly to OKWU, enter Oklahoma Wesleyan University, 2201 Silver Lake Road, Bartlesville, OK 74006 on line 5.
 - Transcript requested: 1040 on line 6
 - Check "Return Transcript" on line 6a
 - Year requested: 12/31/2016 on line 9
 - Sign with appropriate signatures
 - The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

A 2016 Verification of Non-filing Letter may be obtained by:

- Download IRS 4506-T.
- The form cannot have ANY of the fields that are crossed out.
- If you want it sent directly to OKWU, enter Oklahoma Wesleyan University, 2201 Silver Lake Road, Bartlesville, OK 74006 on line 5.
- Check "Verification of Nonfiling" on line 7.
- Year requested: 12/31/2016 on line 9
- Sign with appropriate signatures
- The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Please submit completed forms: