

2019-2020 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 (OKWU) 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 OKWU.

Student Information:

_____ Last Name _____ First Name _____ Date of Birth _____ Student ID Number

Step 1: Student's Household Information

Select your status. You are considered a dependent student if you were required to provide parental information on your FAFSA. If you have questions regarding household information, please stop by the Office of Financial Aid or call (918) 335-6282.

- Dependent Student:** List the people in your parents' household; do not include foster children. Include:
- Yourself, regardless of where you live
 - The parent(s) with whom you live
 - Your parents' other children and other people, if (a) your parents will provide more than 50% their support between 7/1/19-6/30/20, or (b) the children could be considered a dependent on their own FAFSA

- Independent Student:** List the people in your household. Do not include foster children. Include:
- Yourself
 - Your spouse, if you are married
 - Your children and other people, if you will provide more than 50% of their support between 7/1/19-6/30/20

Full Name	Age	Relationship	Attending College in 19-20	Name of College Attending
		Self	Yes	OKWU

If you require additional space, please submit a separate sheet. Be sure to include the student's info at the top of that sheet.

Step 2: Tax Forms and Income Information (Calendar Year 2017)

Select your and, if applicable, your parent/spouse's information.

2017 Student Information	Required Documentation	2017 Parent/Spouse Information
<input type="checkbox"/> I filed a Federal Income Tax Return	<ul style="list-style-type: none"> • Use the IRS Data Retrieval Tool on the FAFSA (the DRT is the quickest and most accurate option) OR <ul style="list-style-type: none"> • Order a Tax Return Transcript and submit a copy 	<input type="checkbox"/> I filed a Federal Income Tax Return
<input type="checkbox"/> I worked but am not required to file	AND <ul style="list-style-type: none"> • Provide copies of all W-2s from 2017* • Non-filer letter (not needed for a dependent student) 	<input type="checkbox"/> I worked but am not required to file
<input type="checkbox"/> I did not work or earn income**	<ul style="list-style-type: none"> • Non-filer letter for parent and independent student (not needed for a dependent student) 	<input type="checkbox"/> I did not work or earn income**

*If you do not have W-2 or other wage documents, please contact the Office of Financial Aid on how to document that income.
 **Non-Tax Filing Parents and Independent Student: Each non-tax filing parent and independent student who earned income in 2017 must submit all W-2 forms received for 2017 and a verification of non-filer letter from the IRS. If you did not keep copies of your W-2s, you may request a wage statement from the IRS or contact previous employers.

Step 3: Certification

By signing this worksheet, I certify all the information reported is complete 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's Name (printed) For dependent student: Parent's Name (printed)

Student's Signature Parent's Signature

Date Date

HOW TO GET YOUR REQUIRED DOCUMENTATION

2017 IRS Return Transcript may be obtained via these options:

- Get Transcript by Mail
 - Go to www.irs.gov
 - Click "Get Your Tax Record"
 - Click "Get Transcript by Mail"
 - Type of Transcript: "**Return Transcript**"
 - For Tax Year: **2017**
- Get Transcript Online (not available for all students)
 - Go to www.irs.gov
 - Click "Get Your Tax Record"
 - Click "Get Transcript Online"
 - Create Account or Log In
 - Select a reason you need a transcript: "Higher Education/Student Aid"
 - Select "**Return Transcript - 2017**"
 - Save document in a secure location
- Automated Telephone Request
 - Call 1-800-908-9946
- Paper Request Form
 - Download IRS 4506-T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
 - The form cannot have ANY of the fields that are crossed out
 - If you want it sent directly to OKWU, enter OKWU, 2201 Silver Lake Road, Bartlesville, OK 74006 on line 5a
 - Transcript requested: 1040 on line 6
 - Check "Return Transcript" on line 6a
 - Year requested: 12/31/2017 on line 9
 - Sign with appropriate signatures

2017 Verification of Non-filing Letter may be obtained via:

- Get Non-filing Letter Online (not available for all students)
 - Go to www.irs.gov
 - Click "Get Your Tax Record"
 - Click "Get Transcript Online"
 - Create Account or Log In
 - Select a reason you need a transcript: "Higher Education/Student Aid"
 - Select "**Non-filing - 2017**"
 - Save document in a secure location
- Get Non-filing by Mail
 - Download IRS 4506-T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
 - The form cannot have ANY of the fields that are crossed out
 - If you want it sent directly to OKWU, enter OKWU, 2201 Silver Lake Road, Bartlesville, OK 74006 on line 5
 - Check "Verification of Nonfiling" on line 7
 - Year requested: 12/31/2017 on line 9
 - Sign with appropriate signatures

2017 W-2 Information may be obtained via:

- Get Wage & Income Transcript ONLINE
 - Go to www.irs.gov
 - Click "Get Your Tax Record"
 - Click "Get Transcript Online"
 - Create Account or Log In
 - Select a reason you need a transcript: "Higher Education/Student Aid"
 - Select "**Wage & Income Transcript - 2017**"
 - Save document in a secure location
- Paper Request Form
 - Download IRS 4506-T at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
 - The form cannot have ANY of the fields that are crossed out
 - If you want it sent directly to OKWU, enter OKWU, 2201 Silver Lake Road, Bartlesville, OK 74006 on line 5a
 - Check "Form W-2" on line 8
 - Year requested: 12/31/2017 on line 9
 - Sign with appropriate signatures