



## Dependent Verification

**Please use BLACK ink ONLY**

Your 2018–2019 application has been selected for review in a process called “Verification.” The law requires that the information from your Free Application for Federal Student Aid (FAFSA) be compared with yours and your spouse’s (if applicable) Federal IRS tax information as well as other financial documents. If there are differences, your FAFSA information will need to be resolved and may need to be corrected. **You must complete and sign this worksheet, attach all required documents and submit to the Office of Financial Aid.**

### A. DEPENDENTS STUDENT INFORMATION

\_\_\_\_\_  
 Student Last Name                      Student First Name                      Student M.I.                      Student ID Number

\_\_\_\_\_  
 Student Street Address (include apt number)                      Student Date of Birth

\_\_\_\_\_  
 City                      State                      Zip Code                      Student Langston Email Address

\_\_\_\_\_  
 Student Cell Phone Number (include area code)                      Student Home Phone Number (include area code)

What Month and Year did you (student) graduate with your completed high school diploma or GED?

\_\_\_\_\_/\_\_\_\_\_  
 Month                      Year

### **B. Dependent Students Family Information: List below the people in your parent(s) household, Include:**

- Yourself and your parent(s) (including a stepparent) even if you do not live with your parent(s).
- Your parent(s) other children if your parent(s) will provide more than half of their support from July 1, 2017, through June 30, 2018 or if the other children would be required to provide parental information if they were completing a FAFSA for 2018–2019. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2018.  
 Include the name of the college for any household member, **including yourself, but excluding your parent(s)**, who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2018, and June 30, 2019. If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
		SELF (STUDENT)	LANGSTON UNIVERSITY	

**C. DEPENDENT STUDENT'S INCOME INFORMATION TO BE VERIFIED**

The easiest way to verify income is to use the IRS [Data Retrieval Tool](#) when completing or updating your FAFSA on the federal website. If you did not use the IRS [Data Retrieval Tool](#) when completing or updating your FAFSA, you must provide an IRS Tax **RETURN** Transcript. Due to changes in federal regulations, schools will not accept photocopies of income tax returns, such as the 1040, 1040A or 1040EZ. To request an IRS Tax **RETURN** Transcript please visit [www.irs.gov](http://www.irs.gov) and follow the instructions attached to this document or call 1-800-908-9946. Be sure to request a Tax **RETURN** Transcript, and **NOT** an **Account** Transcript. If you or your spouse did not and will not file a 2016 Federal tax return, you will need to request 2016 verification of non-filing from the IRS as well as checking the appropriate box below.

- I was not employed and had no income from work in 2016.
- I used the IRS Data Retrieval process when completing/updating the 2018-2019 FAFSA.
- My 2016 Federal IRS **Tax Return Transcript(s)** is attached. (Foreign tax return filers may submit signed photocopies.) **See Income Verification section above for important details.**
- I will not file and am not required to file a 2016 Federal tax return. If you did not file a tax return, but had earnings from work, please list each employer (even if you did not receive an IRS W-2 form), **however please attached any and all W-2's received.**

Employer's Name	2016 Amount Earned	IRS W-2 Included?
	\$	
	\$	
	\$	

**D. PARENT(S) INCOME INFORMATION TO BE VERIFIED**

- My parent(s) used the IRS Data Retrieval Tool process when completing/updating the 2018-2019 FAFSA.
- My parent(s) 2016 Federal IRS **Tax Return Transcript(s)** is attached. (Foreign tax return filers may submit signed photocopies.) **See Income Verification section above for important details.**
- My parent(s) will not file and are not required to file a 2016 Federal tax return and I have attached their 2016 verification of non-filing from the IRS. If they did not file a tax return, but had earnings from work, please list each employer (even if they did not receive an IRS W-2 form), **however please attached any and all W-2's received.**

Employer's Name	2016 Amount Earned	IRS W-2 Included?
	\$	
	\$	
	\$	
	\$	

**D. DEPENDENT STUDENT/PARENT(S) UNTAXED INCOME**

List all sources of Student/Parent(s) untaxed income-report total amount received in 2016 (enter \$0 if none is received):

Source of Untaxed Income	2016 Total	Source of Untaxed Income	2016 Total
Housing, food and other living allowances paid to members of the military, clergy, ect.		Money received or paid on your behalf not reported on your FAFSA	
401(k) or 403(b) Contribution		Veteran's Non-Educational benefits	
Disability or Worker's Compensation		Earnings not included on your Tax Return	
<b>CHILD SUPPORT RECEIVED</b> , or any other untaxed income/benefits received, Excluding foster payments. (Please specify the source and amount for 2016).			

**E. CERTIFICATION AND SIGNATURES:** Each person signing this worksheet certifies that all of the information reported is complete and correct. THE STUDENT AND PARENT MUST SIGN AND DATE THIS FORM.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail or both.**

**IRS DATA RETRIEVAL TOOL INSTRUCTIONS**

1. Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
2. Click the right side option “Enter your (the student’s) FSA ID”
3. Log in to the FAFSA using your FSA ID and FSA PASSWORD
4. Click NEXT
5. Click MAKE FAFSA CORRECTION
6. Create a SAVE KEY
7. Click NEXT twice
8. Click the **FINANCIAL INFORMATION** tab at the top of the page
9. Answer the top set of questions accordingly
10. Answer the bottom questions in the box **NO**
11. Enter either the STUDENTS or PARENTS FSA id and password
12. Click LINK TO IRS
13. Click OK “LEAVING FAFSA ON WEB”
14. You will be redirected to [IRS.gov](http://IRS.gov) website
15. Ensure all of the information is EXACTLY as you entered on your tax form  
**(YOU WILL ONLY HAVE 2 CHANCES TO ENTER THIS INFORMATION CORRECTLY BEFORE YOU ARE LOCKED OUT FOR 24 HOURS.)**
16. Click OK
17. Your information will populate automatically
18. Check the box saying “TRANSFER MY TAX INFORMATION IN TO THE FAFSA”
19. Click TRANSFER NOW
20. You will be redirected back to the FAFSA
21. PLEASE do not change any of your information at this time
22. Click NEXT twice or until you have reached the end
23. Check the box AGREE under (I, THE STUDENT OR PARENT, AGREE TO THE TERMS OUTLINED ABOVE)
24. Click SIGN
25. Click SUBMIT MY FAFSA NOW
26. You will come to a CONFIRMATION page
27. Click EXIT  
**(IT CAN TAKE 5-7 BUSINESS DAYS FOR THE FINANCIAL AID OFFICE TO RECEIVE YOUR UPDATED FAFSA)**

**ORDERING A TAX RETURN TRANSCRIPT INSTRUCTIONS**

1. Go to [www.irs.gov](http://www.irs.gov)
2. Under the “Forms and Instructions” tab, second column click “Form 4506-T (Request for Transcript of Tax Returns).
3. You will be directed to another page, look for the heading “Current Products” and click that heading.
4. You will be directed to another page with an application available to be printed and filled out.
5. Print application.
6. Complete lines 1-5 accordingly with name, address, social security number ect.
7. Line 6, fill in the tax form your filed.
8. Check the box for line 6a.
9. Line 9, enter in the year that is being requesting using this format 12/31/YYYY. (Up to four years can be requested per application)
10. You and your spouse (if applicable) will need to SIGN the form.
11. The COMPLETED application should be mailed or faxed to the Internal Revenue Service of the **state in which you have filed taxes.**
12. If all steps have been followed and the form has been completed CORRECTLY with all fields CORRECTLY filled out, your document(s) should arrive within 10 business days.
13. The IRS will NOT directly send your Tax Return Transcript to a third party (place of business). It will need to mail to YOU and then YOU will need to mail or email the document to the Office of Financial Aid.