



Dependent Verification
Please use BLACK ink ONLY

Your 2019–2020 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. DEPENDENT 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, use a separate sheet of paper if there are more than 6 people in your household.

Include:

- ➡ Yourself (even if you don’t live with a parent)
- ➡ Your parent(s), including stepparent
- ➡ Your parent’s other children **IF** your parent(s) will provide more than half of their financial support from **07/01/2019 through 06/30/2020.** (Even if they are not currently living with your parent(s).)
- ➡ Other people **IF** they now live with your parent(s) and your parent(s) will provide more than half of their financial support from **07/01/2019 through 06/30/2020.**

*Full Name	*Age	*Relationship To Student	*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/transcript, 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 2017 Federal tax return, you will need to request 2017 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 2017.
- I used the IRS Data Retrieval process when completing/updating the 2019-2020 FAFSA.
- My 2017 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 had earnings from work, but I did not file and am not required to file a 2017 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	2017 Amount Earned	IRS W-2 Included?
	\$	
	\$	
	\$	

D. PARENT(S) INCOME INFORMATION TO BE VERIFIED

- My parent(s) was/were not employed and had no income from work in 2017 and I have attached their 2017 verification of non-filing from the IRS.
- My parent(s) used the IRS Data Retrieval Tool process when completing/updating the 2019-2020 FAFSA.
- My parent(s) 2017 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) had earnings from work, but they did not file and is not required to file a 2017 federal 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 all W-2's received and a verification of non-filing from the IRS.**

Employer's Name	2017 Amount Earned	IRS W-2 Included?
	\$	
	\$	
	\$	
	\$	

STUDENT ID NUMBER: A _____

D. DEPENDENT STUDENT/PARENT(S) UNTAXED INCOME

List all sources of Student/Parent(s) untaxed income-report total amount received in 2017 (enter \$0 if none is received): **(DO NOT LEAVE BLANK)**

Source of Untaxed Income	2017 Total	Source of Untaxed Income	2017 Total
Housing, food and other living allowances paid to members of the military, clergy, etc..		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	

CHILD SUPPORT RECEIVED, or any other untaxed income/benefits received, Excluding foster payments. (Please specify the source and amount for 2017). _____

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
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** 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
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 etc..
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.