



**Independent 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. INDEPENDENT STUDENTS 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 |                                |

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

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

**B. INDEPENDENT STUDENTS FAMILY INFORMATION: FILL IN THE INFORMATION BELOW ABOUT THE PEOPLE YOU AND YOUR SPOUSE (IF MARRIED) WILL SUPPORT BETWEEN JULY 1, 2017 AND JUNE 30, 2018**

- **INCLUDE:** YOURSELF, YOUR SPOUSE (if married) and YOUR CHILDREN (if applicable).
- List the names of colleges others will be attending, **if they are enrolled in a degree, diploma or certificate program for at least six (6) credits per term between July 1, 2018 and June 30, 2019.**

| Full Name | Age | Relationship to you | College             |
|-----------|-----|---------------------|---------------------|
|           |     | SELF (student)      | Langston University |
|           |     |                     |                     |
|           |     |                     |                     |
|           |     |                     |                     |
|           |     |                     |                     |
|           |     |                     |                     |
|           |     |                     |                     |

**C. INDEPENDENT STUDENT AND SPOUSE (if married) 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 used the IRS Data Retrieval process when completing/updating the 2018-2019 FAFSA.
- My spouse (if applicable) and I 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 and I have attached my verification of non-filing from the IRS. 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? |
|-----------------|--------------------|-------------------|
|                 | \$                 |                   |
|                 | \$                 |                   |

- My spouse will not file and is not required to file a 2016 Federal tax return and I have attached my spouses Non-Filers statement from the IRS. If you did not file a tax return, but had earnings from work, please list each employer for your spouse, (even if your spouse did not receive an IRS W-2 form), **however please attach any and all W-2's received.**

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

**D. INDEPENDENT STUDENT AND SPOUSE (if married) UNTAXED INCOME**

List all sources of Student/Spouse (if applicable) 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                         |            |

**CHILD SUPPORT RECEIVED**, 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 MUST SIGN AND DATE THIS FORM.**

\_\_\_\_\_  
Student 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** 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 A