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**Northeastern State University
Student Financial Services**
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2019-2020 Verification Worksheet – Independent V1

Your Free Application for Federal Student Aid (FAFSA) was selected for a process called verification. Federal regulations require that we check the accuracy of the information provided on the 2019-2020 FAFSA. Final eligibility for financial aid cannot be determined until the requested documentation is received and reviewed.

_____	_____	_____	_____
Last Name	First Name	Student ID #	Phone

List below the people in your household:

Write the names, age, and relationship to student of all household members in the space(s) below. Also, write in the name of the college attending for any household member who will be attending at least half time between July 1, 2019 and June 30, 2020, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page and include the students name and ID number at the top.

Section A. Household Information

Full Name	Age	Relationship to Student	College Attending for 2019/2020	Enrolled at least half-time? (Y/N)
1. Yourself and your spouse (if you are married)				
		Self	NSU	
		Spouse		
2. Your children, (stepchildren), if any, if you will provide MORE than half of their support between July 1, 2019 and June 30, 2020. Also include any children who would be required to provide your information if they were completing a FAFSA for 2019-2020 even if they do not currently live with you.				
3. Any other people that now live in your household, for whom you do and will provide MORE than half of their support through June 30, 2020				

Student Financial Services



Section B. Student and Spouse Tax and Income Information

The 2017 Tax Return information can only be supplied by providing a tax return transcript or by using the IRS Data Retrieval Tool on the FAFSA.

Student	Spouse	TAX FILERS ONLY
<input type="checkbox"/>	<input type="checkbox"/>	I have used the IRS Data Retrieval Tool to transfer 2017 IRS tax return information into my FAFSA.
<input type="checkbox"/>	<input type="checkbox"/>	I have not yet used the IRS Data Retrieval Tool but will use the tool to transfer 2017 IRS tax information into my FAFSA.
<input type="checkbox"/>	<input type="checkbox"/>	I have attached a copy of my 2017 IRS Tax Return Transcript. (See Option 2). Personal copies of tax returns such as the 1040, 1040A, or 1040EZ may also be accepted.

Ways to get an IRS Tax Return Transcript:

- ✓ Request Transcript by Mail - Go to www.irs.gov, under "Get Your Tax Record", select "Request by Mail". Make sure to request your Tax Return Transcript and NOT the Account Transcript.
- ✓ Request Transcript Online - Go to www.irs.gov, under "Get Your Tax Record", select "Request Online". Make sure to request your Tax Return Transcript and NOT the Account Transcript.
- ✓ Automated Telephone Request 1-800-908-9946. Request your Tax Return Transcript
- ✓ Paper Request Form - Go to www.irs.gov. Enter 4506-T in search box. Print the form, fill out completely and submit directly to the IRS (requested transcript will be mailed to the filing address of record with the IRS).

Student	Spouse	NON TAX FILERS ONLY		
<input type="checkbox"/>	<input type="checkbox"/>	I <u>did not</u> work and had no income earned from work in 2017.		
<input type="checkbox"/>	<input type="checkbox"/>	I worked in 2017 but I did not earn enough to be required to file taxes. (If you did work, please check mark who's income it was, list the employer, amount earned, and provide W-2's)		
		Name of Employer	Amount earned in 2017	Received a W-2? (Y/N)
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

- ✓ You are required to submit a letter of non-tax filing status from the IRS. You can obtain this letter by submitting IRS form 4506-T (Check Box 7) to the IRS. Form 4506-T can be found at www.irs.gov. The IRS will then forward a letter to you and our office will require a copy of that letter along with these completed verification documents.
- ✓ You may also receive verification of non-filing by requesting a copy of the tax transcript at www.irs.gov. If a transcript is not found, a statement saying you did not file taxes will display on the screen. Print the statement and provide a copy to our office.
- ✓ Please provide a copy of your W-2(s). If you do not have a copy, you may request your wage and income transcript from www.irs.gov

Section C. Certification and Signature

Signing this worksheet certifies that all of the information reported on it is complete and correct.

Student Signature: _____ Date: _____