

**Northeastern State University** — 2017-2018 Verification Worksheets – Independent (V5)

Your 2017-2018 FAFSA Application was selected for review in a process called verification. In this process, your school will be comparing information from your application with copies of your and your spouse's (if married) 2015 IRS Tax Return Transcripts/ 2015 IRS Tax Forms, or with W-2 forms or other financial documents. The law says we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, you or your school may need to make corrections electronically or by using your Student Aid Report (SAR).

Complete this verification form and submit it to your financial aid administrator as soon as possible, so that your financial aid won't be delayed.

**What you should do**

1. Collect your and your spouse's (if you are married) financial documents (IRS Tax Return Transcript or filed tax form, W-2 forms, etc.).
2. Talk to your financial aid administrator if you have questions about completing this worksheet.
3. Complete and sign the worksheet.
4. Submit the completed worksheet, tax forms, and any other documents your school requests to your financial aid administrator.
5. Your financial aid administrator will compare information on this worksheet and any supporting documents with the information you submitted on your FAFSA application.
6. View the [Verification Policy](#).

**A. STUDENT INFORMATION**

<b>Last Name</b>	<b>First Name</b>	<b>M.I.</b>	<b>Student I.D. #</b>
<b>Address (Include Apt. Number)</b>			<b>Date of Birth</b>
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Phone Number (Include Area Code)</b>

**B. INDEPENDENT STUDENT - FAMILY INFORMATION**

List all of the people in your household, include:

- Yourself and your spouse (if you are married)
- Your children (stepchildren), if any, if you will provide MORE than half of their support between July 1, 2017 and June 30, 2018. Also include any children who would be required to provide your information if they were completing a FAFSA for 2017-2018 even if they do not currently live with you.
- Include any other people that now live in your household, that you do and will provide MORE than half of their support through June 30, 2018.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member who will be attending at least half time between July 1, 2017 and June 30, 2018, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page include the students name and ID number at the top.

<b>FULL NAME</b>	<b>AGE</b>	<b>RELATIONSHIP</b>	<b>COLLEGE</b> Only include those whom will be enrolled in at least half-time status
		SELF	NSU

**C. STUDENT'S TAX & INCOME INFORMATION**

Student ID#

Enter 0 in each section that does not apply to you.

Sources of Untaxed Income	2015 Amount	Sources of Untaxed Income	2015 Amount
a. Child Support (Received)	\$	f. Social Security Benefits (Not Disability)	\$
b. Worker's Compensation	\$	g. Veterans Non-Education Benefits	\$
c. Untaxed Pensions	\$	h. Tax Exempt Interest	\$
d. Untaxed IRA distributions	\$	i. Other untaxed income	\$
e. Money received or paid on students behalf	\$		

Student check only one box below:

Check here if you used the IRS Data Retrieval tool in the FAFSA on the web to retrieve and transfer 2015 IRS income information into the student's 2017-2018 FAFSA. This is the preferred and quickest method; you still have the option to utilize the IRS Data Retrieval tool to pull your 2015 IRS tax information into your FAFSA. To do so you must access your FAFSA at [www.FAFSA.gov](http://www.FAFSA.gov) to make corrections.

Check here if you are attaching your 2015 IRS Tax Return Transcript or have requested it from the IRS and will submit it to our office after you receive it. You may also submit a signed copy of your signed 2015 filed tax forms, such as 1040, 1040A, or 1040EZ forms. (*Financial aid will not be processed until we receive your tax transcript or a signed copy of your filed tax forms*)

Check here if you will not file and are not required to file a 2015 Income Tax Return. (**See Section Below**)

**Student - NON Tax Filers complete this section.**

- In addition, if you did not file and are not required to file a 2015 Federal Income Tax Return, list below the source of and amount of any income earned in 2015. *If the income was earned from work, please list your employer and provide a copy of your W-2.*

**(DO NOT COMPLETE THIS SECTION IF YOU FILED A TAX RETURN FOR 2015. FOR NON-FILERS ONLY.)**

Source of Earned Income	2015 Income Amount	Did you receive a 2015 W-2 form? Yes or No?

**NOTE: IF YOU NEED TO ORDER A 2015 FEDERAL TAX TRANSCRIPT OR A W-2 WAGE SUMMARY AT NO COST, YOU CAN GO ONLINE TO [WWW.IRS.GOV](http://WWW.IRS.GOV) OR CALL 1-800-908-9946.**

**D. High School Completion Status**

Student ID#

Provide **one** of the following documents that indicate the student's high school completion status when the student will begin college in 2017-2018:

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student's General Educational Development (GED) certificate or GED transcript.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- If State law requires a homeschooled student to obtain a secondary school completion credential for home-school (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If State law does not require a homeschooled student to obtain a secondary school completion credential for home-school (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a home-school setting.

**If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.**

### **E. Identity and Statement of Educational Purpose (Complete This Section At The Institution)**

The student **must appear in person** at Northeastern State University (Financial Aid Department) to verify his or her identity by **presenting a valid government-issued photo identification (ID)**, such as, but not limited to, a driver's license, other state-issued ID, or passport. **The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.**

In addition, the student must sign, in the presence of a NSU Financial Aid Representative, the following:

### **Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational  
(Print Student's Name)

Purpose and that the federal student financial assistance I may receive will only be use for educational purposes and to pay the cost of attending: \_\_\_\_\_ for 2017–2018.  
(Name of Postsecondary Educational Institution)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Students ID #

\_\_\_\_\_  
Signature of NSU Financial Aid Representative

\_\_\_\_\_  
Date

**F. CERTIFICATION AND SIGNATURE**

Student ID #

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

The student must sign and date, if married Spouse's signature is optional. Submit this worksheet directly to the financial aid office at your school.

You should make a copy of this worksheet for your records.

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 STUDENT SIGNATURE

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 DATE

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 SPOUSE SIGNATURE

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 DATE

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