

Student's Name: _____ Student ID#: _____

E-mail: _____ Cell Phone#: _____ Date: _____

Your FAFSA was selected for verification. In this process we verify the information provided on your FAFSA with the information requested below. If there are differences between the two, we may need to correct your FAFSA information. Upon review, additional information may be required; notification of such will be made as quickly as possible. **We cannot continue processing your financial aid application until all requested information is received and completed.** Federal, state or university need-based aid and/or grant eligibility can only be estimated until this process is complete. Failure to complete verification in a timely manner may result in being ineligible for aid.

A. Household Information (check and complete all that apply)

List yourself (and your spouse if you were married on the date you signed your FAFSA):

Full Name	Date of Marriage (if applicable)	Relationship to Student	If attending College at least half-time in 2019-2020, what College?
		SELF	Oklahoma City University
		Spouse	

List your children for whom you (and your spouse) provide more than half their financial support and will continue to provide it from July 1, 2018, through June 30, 2019:

Full Name	Date of Birth	Relationship to Student	If attending College at least half-time in 2019-2020, what College?
		<input type="checkbox"/> Child or <input type="checkbox"/> Stepchild	
		<input type="checkbox"/> Child or <input type="checkbox"/> Stepchild	
		<input type="checkbox"/> Child or <input type="checkbox"/> Stepchild	

List other people who live in your household for whom you (and your spouse) provide more than half their financial support and will continue to provide it from July 1, 2019, through June 30, 2020:

Full Name	Date of Birth	Relationship to Student	If attending College at least half-time in 2019-2020, what College?

B. Did you and your spouse BOTH file a 2017 tax return(s)?

YES – Check here if you filed a joint return _____ or here if you filed separate returns _____ (cont. to Section C/ side 2)

NO – Each non-filer **MUST ATTACH CONFIRMATION OF NONFILING STATUS.** *This must be obtained from the IRS by downloading an “IRS Verification of Nonfiling Letter” (VNF) from <https://www.irs.gov/individuals/get-transcript>.*

Check here if you were unable to obtain the VNF from a tax authority _____ Initial here to certify you attempted.

C. Check the box that applies to you, the STUDENT - CHECK ONLY ONE:

- Check here if you filed taxes, used the IRS Data Retrieval Tool, and **successfully transferred** your tax information when you filed your FAFSA. (If so, no tax transcript is required.)
- Check here if you did not /were unable to use the IRS Data Retrieval Tool **AND ATTACH A COPY OF EITHER:**
- **YOUR 2017 FEDERAL TAX TRANSCRIPT** (Get a *Federal Tax Return Transcript* at <https://www.irs.gov/individuals/get-transcript> or by contacting the IRS at 1-800-908-9946. **** Make sure to request the “IRS Tax RETURN Transcript” and not the “IRS Tax Account Transcript”;** **OR**
 - **YOUR FILED 2017 FEDERAL TAX RETURN** – You must physically sign the copy with your “wet” signature even if the return was electronically filed.
- Check here if you were **not employed and had no income** earned from work in 2017.
- Check here and complete this chart if you earned income from working in 2017, but you were **not required to file** a 2017 income tax return. **YOU MUST ATTACH ALL W2s.** (List “self-employed” if you did not have an employer)

Student’s Employment Information	Employer’s Name	Job Title	2017 Amount Earned	Was a W2 issued?
	<i>Jim’s Restaurant (example)</i>	<i>Server</i>	<i>\$2,000.00(example)</i>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> No
			<input type="checkbox"/> YES <input type="checkbox"/> No	
			<input type="checkbox"/> YES <input type="checkbox"/> No	

D. If married: Check the box that applies to your SPOUSE - YOU MUST CHECK ONLY ONE:

- Check here if you and your spouse filed a **joint tax return** and used the IRS Data Retrieval Tool and successfully transferred your tax information when you filed your FAFSA. (If so, no tax transcript is required.)
- Check here if your spouse did not /was unable to use the IRS Data Retrieval Tool **AND ATTACH A COPY OF EITHER:**
- **Your SPOUSE’s 2017 FEDERAL TAX TRANSCRIPT** (Get a *Federal Tax Return Transcript* at <https://www.irs.gov/individuals/get-transcript> or by contacting the IRS at 1-800-908-9946. **** Make sure to request the “IRS Tax RETURN Transcript” and not the “IRS Tax Account Transcript”;** **OR**
 - **Your SPOUSE’s FILED 2017 FEDERAL TAX RETURN** – Spouse must physically sign the copy with a “wet” signature even if the return was electronically filed.
- Check here if your **spouse was not employed and had no income** earned from work in 2017.
- Check here and complete this chart if your spouse earned income from working in 2017 but was **not required to file** a 2017 income tax return. **YOU MUST ATTACH ALL W2s.** (List “self-employed” if he/she did not have an employer)

Spouse’s Name	Employer’s Name	Job Title	2017 Amount Earned	Was a W2 issued?
<i>John Q. Spouse, Jr.</i>	<i>Suzy’s Auto Body (example)</i>	<i>Mechanic</i>	<i>\$2,000.00(example)</i>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> No
				<input type="checkbox"/> YES <input type="checkbox"/> No
				<input type="checkbox"/> YES <input type="checkbox"/> No

E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student (and spouse) must print, sign, and date.

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

Student’s Handwritten Signature (cannot be electronic)

Date: _____

Spouse’s Handwritten Signature (if married) (cannot be electronic)

Date: _____