

# 2023-2024 Verification Worksheet - Dependent Student

Your 2023-2024 FAFSA was selected by the Department of Education for review. Complete this form so that we may continue processing your aid application. We will compare your FAFSA with the information on this worksheet and any other required documents. If there are differences, your FAFSA information may need to be corrected.

- 1. YOU AND YOUR PARENTS MUST REVIEW, ACCURATELY COMPLETE, AND SIGN THIS WORKSHEET.
- 2. PLEASE PRINT USING A BLUE OR BLACK PEN ONLY.

A. STUDENT INFORMATION							
Last Name	First Name	Date of Birth	Student ID Number				
D. DEDENDENT CTUDEN	TIO FAMILY INFORMATION						

#### **B. DEPENDENT STUDENT'S FAMILY INFORMATION**

Complete chart below for all members in your PARENT(S)' household that meet the definition here:

1. Yourself

- 2. Your parent(s) even if you do not live with your parent(s). (This includes a stepparent and your biological parents if they live together even if they are not married).
- 3. Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2023, through June 30, 2024.
- 4. Other people if they now live with your parent(s) **and** your parent(s) provide more than half of their support **and** will continue to provide more than half of their support through June 30, 2024.

NOTE: Do not include parent college information below. If it is listed, it will be disregarded.

Full Name of Each Household Member		Relationship	College Name	Enrolled in at least 6 credits
		Self	Oklahoma Wesleyan	Yes

For FA use: 23-24 Verification

Student Name:	
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2021 Total Amount

Earned

W-2 Attached?

# C. DEPENDENT STUDENT AND PARENT(S)' FINANCIAL INFORMATION

Student: Must Select One	Parent(s): Must Select One**
☐ I used the IRS Data Retrieval Tool (DRT) within the FAFSA to link taxes.	☐ I/We used the IRS Data Retrieval Tool (DRT) within the FAFSA to link taxes.
☐ I filed a 2021 federal income tax return and <b>attached</b> the required copy of my 2021 IRS Tax Return Transcript.	☐ I/We filed a 2021 federal income tax return and <b>attached</b> the required copy of our 2021 IRS Tax Return Transcript.
☐ I earned income but did not file, nor was I required to file, a 2021 federal income tax return. As required, I am attaching copies of all 2021 W2s, 1099s, and other wage statements.	☐ I/We earned income but did not file, nor was required to file, a 2021 federal income tax return. As required I am attaching copies of all 2021 W2s, 1099s, and other wage statements.
MUST COMPLETE SECTION D	MUST COMPLETE SECTION D
☐ I was not employed in 2021 and earned no income from work.	☐ I/We was not employed in 2021 and earned no income from work.

Relationship

# D. SOURCES OF EARNED INCOME AND AMOUNTS FROM 2021

Only complete this section if the above chart instructs you to do so. Must provide a W2\*\*

Name of Income Earner

Suzy Auto Body (example) Sally Smith		Mother	\$22,000	Yes
**If you have tried and are unable available:	to provide a W2 for the ab	ove source of income	e, please explain why the	e W2 is not
E. CERTIFICATION AND SIGN Each person signing this workshe the required attachments are prov purposely give false or mislead	eet certifies that all the infor vided. The student and one	parent must sign an	d date this section. WAF	RNING: If you
STUDENT SIGNATURE	DATE	PARENT SIGNAT	URE DA	TE

#### F. SUBMIT

Submit this completed form and accompanying documents to OKWU's Office of Financial Aid via one of these options. DO NOT SUBMIT VIA EMAIL AS WE CANNOT ACCEPT THEM.

- Online: www.okwu.edu/upload
- Fax: 918.335.6282

Source of Income

Mail: OKWU Office of Financial Aid, 2201 Silver Lake Road, Bartlesville OK 74006

# HOW TO GET YOUR TAX INFORMATION

#### A 2021 Tax Return Transcript or Verification of Non-filing may be obtained through:

- Get Transcript ONLINE Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the IRS Tax Return Transcript and 2021 for the year.
- Get Transcript by MAIL Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the IRS Tax Return Transcript and 2021 for the year.
- Automated Telephone Request 1-800-908-9946
- Paper Request Form This form is available in the Financial Aid Office.

#### To use the IRS Data Retrieval Tool (fastest and most secure way), the student first needs to:

- Go to fafsa.ed.gov, and select the "Start Here" button
- Log in using your FSA ID
- Select the "Continue" or "Make a Correction" button
- Select the "Financial Information" tab from the top of the page

#### **Parent:** To use the DRT, complete the following steps:

- 1. Go to "Parent Financial Information" page Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool
- 2. If eligible, select which parent is providing information on the FAFSA
- 3. Enter the FSA ID for the parent providing the information
- 4. Click "Link to IRS" (It looks like a greyed-out box) For your privacy, the tax information you transfer from the IRS into your FAFSA form won't be visible to you. Instead, you will see "Transferred from the IRS" in the appropriate fields on fafsa.gov, the IRS DRT web page, and on the Student Aid Report. If you only need to update the parent tax information, then proceed to the Sign and Submit page.

# Student: To use the DRT, complete the following steps:

- 1. Go to "Student Financial Information" page
- 2. Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool
- 3. If eligible, click "Link to IRS" For your privacy, the tax information you transfer from the IRS into your FAFSA form won't be visible to you. Instead, you will see "Transferred from the IRS" in the appropriate fields on fafsa.gov, the IRS DRT web page, and on the Student Aid Report.
- 4. Proceed to the Sign and Submit page.