

Student's Name: _____ "W" ID: _____

C. Dependent Student's Income Information to Be Verified

1. TAX RETURN FILERS—**Important Note:** If the student filed IRS income tax return for **2016**, see instruction below.

Instructions: Complete this section if the student, filed or will file a **2016** IRS income tax return.. The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2016 IRS income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- The student has used the IRS DRT in FAFSA on the Web to transfer **2016** IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer **2016** IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a **2016 IRS Tax Return Transcript**.

A 2016 IRS Tax Return Transcript may be obtained through:

*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 **NOT** the “IRS Tax Account Transcript”. The transcript is generally received within 10 business days from the IRS' receipt of the online request.*

*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 **NOT** the “IRS Tax Account Transcript.” To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.*

Automated Telephone Request – 1-800-908-9946. The transcript is generally received within 10 business days from the IRS' receipt of the telephone request.

Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS' receipt of the paper request form.

- Check here if a **2016 IRS Tax Return Transcript** is provided.
- Check here if a **2016 IRS Tax Return Transcript** will be provided later.

2. TAX RETURN NONFILERS—complete this section if the student will not file and is not required to file a **2016** income tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in **2016**.
- The student was employed in **2016** and has listed below the names of all employers, the amount earned from each employer in **2016**, and whether an IRS W-2 form or an equivalent document is provided. (Provide copies of all **2016** IRS W-2 forms issued to the student by the employer(s)). *List every employer even if the employer did not issue an IRS W-2 form.*

Student's Name: _____ "W" ID: _____

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2016
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

If more space is needed, provide a separate page with the student's name and SSN number at the top.

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority.

- _____ Check here if confirmation of nonfiling is provided.
- _____ Check here if confirmation of nonfiling will be provided later.

D. Parent's Income Information to be verified—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

1. TAX RETURN FILERS—**Important Note:** The instructions below apply to each parent included in the household. Notify the Financial Aid Office if the student's parents, filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016.

Instructions: Complete this section if the parent(s) filed or will file a **2016** IRS income tax return(s). The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at **FAFSA.gov**. In most cases, no further documentation is needed to verify 2016 IRS income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- The parent(s) have used the IRS DRT in FAFSA on the Web to transfer **2016** IRS income tax return information into the student's FAFSA.
- The parent(s) have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer **2016** IRS income tax return information into the student's FAFSA.
- The parent(s) are unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a **2016 IRS Tax Return Transcript(s)**.

A **2016 IRS Tax Return Transcript** may be obtained through:
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 **NOT** the “IRS Tax Account Transcript”. The transcript is generally received within 10 business days from the IRS' receipt of the online request.
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 **NOT** the “IRS Tax Account Transcript.” To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
Automated Telephone Request – 1-800-908-9946. The transcript is generally received within 10 business days from the IRS' receipt of the telephone request.
Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS' receipt of the paper request form.

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*If the parents filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and the **2016 Tax Return Transcripts** must be provided for each.*

- Check here if a 2016 IRS Tax Return Transcript(s) is provided.
- Check here if a 2016 IRS Tax Return Transcript(s) will be provided later.

2. TAX RETURN NONFILERS—complete this section if the student's parent(s) will not file and is not required to file a **2016** income tax return with the IRS.

Check the box that applies:

- Neither parent was employed and had neither had income earned from work in **2016**.
- One or both parents were employed in **2016** and have listed below the names of all employers, the amount earned from each employer in **2016**, and whether an IRS W-2 form or an equivalent document is provided. (Provide copies of all **2016** IRS W-2 forms issued to the parent(s) by their employer(s)). *List every employer even if they did not issue an IRS W-2 form.*

If more space is needed, provide a separate page with the student's name and SSN number at the top.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2016
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority.

- ___ Check here if confirmation of nonfiling is provided.
- ___ Check here if confirmation of nonfiling will be provided later.

E. Certifications and Signatures

WARNING: If you purposely give false or misleading information you may be fined, be sent to prison, or both.

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

Print Student's Name

Student's "W" ID Number

Student's Signature (Required)

Date

Parent's Signature (Required)

Date