

C. Income Verification

Complete this section if you and/or your parents filed a 2015 income tax return with the IRS. As part of verification, the Financial Aid Office is required to collect your official tax data, either through the FAFSA IRS Data Retrieval Tool (DRT) or via an IRS Tax Return Transcript. A copy of your Tax Return (1040, 1040A, or 1040EZ) is *not* acceptable for verification purposes. You must complete one of the steps outlined in the chart below.

Additionally, **please attach a 2015 W2** (or equivalent form, such as an IRS 1099) for all income earned from work, even if you and/or your parents used the IRS Data Retrieval Tool or are attaching a Tax Return Transcript.

Student	Parent(s)
<input type="checkbox"/> I have successfully used the FAFSA’s IRS Data Retrieval Tool to load and submit my income information onto the FAFSA.	<input type="checkbox"/> I have successfully used the FAFSA’s IRS Data Retrieval Tool to load and submit my (and my spouse’s if applicable) income information onto the FAFSA.
<input type="checkbox"/> I have not yet, but will use the FAFSA’s DRT to transfer my income information onto the FAFSA (<i>please note verification cannot be completed until this information is received</i>)	<input type="checkbox"/> I have not yet, but will use the FAFSA’s DRT to transfer my (and my spouse’s if applicable) income information onto the FAFSA (<i>please note verification cannot be completed until this information is received</i>)
<input type="checkbox"/> I am unable or chose not to use the FAFSA’s DRT to transfer my income information. I have either attached a copy of my Tax Return Transcript here, or I will request a copy of a Tax Return Transcript to be mailed to me and will then forward it to my Financial Aid Office.	<input type="checkbox"/> I/we am/are unable or chose not to use the FAFSA’s DRT to transfer my income information. I have either attached a copy of my/our Tax Return Transcript here, or I will request a copy of a Tax Return Transcript to be mailed to me and will then forward it to my Financial Aid Office.
<input type="checkbox"/> I filed an Amended IRS Income Tax Return, I was Granted a Filing Extension by the IRS, I was a victim of IRS Identity Theft, or I filed a Non-IRS Income Tax Return. I will contact the Financial Aid Office for detailed instructions on how to complete verification.	<input type="checkbox"/> I filed an Amended IRS Income Tax Return, I was Granted a Filing Extension by the IRS, I was a victim of IRS Identity Theft, or I filed a Non-IRS Income Tax Return. I will contact the Financial Aid Office for detailed instructions on how to complete verification.
<input type="checkbox"/> I did not and am not required to file a 2015 Federal Tax Return and will complete Sections D and E below.	<input type="checkbox"/> I/we did not and am/are not required to file a 2015 Federal Tax Return and will complete sections D and E below.

The best way to verify income is by using the IRS Data Retrieval Tool (DRT) on the FAFSA. If you or your parent(s) have not already used the tool, go to FAFSA.gov, log in to the 2017-18 FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS DRT to transfer 2015 IRS income tax information into the FAFSA. After uploading tax data, **please be sure to submit the FAFSA**. For electronic Tax Filers, it takes up to **two weeks** for IRS information to be available for the DRT; for paper Tax Filers, up to **eight weeks**. If you have questions, please contact the Financial Aid Office.

Alternatively, you may request a 2015 Federal Tax Return Transcript directly from the IRS – not a photocopy of your tax return. To obtain an IRS tax return transcript, go to www.irs.gov and click on the “Order a Return or Account Transcript” link, or call **1-800-908-9946**. Make sure to request the “IRS tax return transcript” and not the “IRS tax account transcript.” You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2015 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

D. Tax Return Non Filers Complete this section if you, the student and/or your parent(s) will not file and are not required to file a 2015 income tax return with the IRS, but earned income from work in 2015. More information about who is required to file can be found at www.IRS.gov. If you are required to file a return, but have not, you must file your return in order to be considered for Federal Student Aid. **You may skip this section if you and your parent both completed section C above.**

In the following table, please list all earnings from work during 2015 **and attach a 2015 W2 or 1099-MISC for each line item.** Your application cannot be considered complete until all earnings from work can be verified with a W2 or 1099-MISC.

Source of Income from Work in 2015	Student	Parent(s)	IRS W-2 or 1099 Attached?
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
Total Income from Work in 2015	\$	\$	—

For both parent and student non-tax filer, provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2016 that indicates a 2015 IRS income tax return was not filed with the IRS or other relevant tax authority. A confirmation of non-filing can be obtained from the IRS using Form 4506-T and checking box 7. If appropriate, a similar confirmation from another taxing authority (e.g., a U.S. territory or a foreign government) is also acceptable.

Check here if confirmation of non-filing is provided.

Check here if confirmation of non-filing will be provided later.

E. Verification of Other Untaxed Income Complete this section for you and your parent(s). **Please indicate “zero” or “N/A” if not applicable. DO NOT LEAVE ANY SECTION BLANK.**

- 1. If you and your parent(s) did not have any source of income from work in 2015, please attach a statement describing how your family met its living expenses in 2015.**
- 2. Payments to tax-deferred pension and retirement savings** List any payment (direct or withheld from earnings) to tax deferred pension and retirement savings plans (e.g., 401(k) or 403(b) plans), including, but not limited to, amounts reported on W-2 forms in Boxes 12a through 12d codes D, E, F, G, H, and S.

Name of Person (Student or Parent) Who Made the Payment	Total Amount Paid in 2015
	\$
	\$
	\$
	\$
	\$
Total Payments to Tax-deferred Pension and Retirement Savings	\$

F. Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. The student and one parent must sign this worksheet.

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

Print Student's Name

Print Parent's Name

Student's Signature

Date

Parent's Signature

Date