



### C. Income Verification

Complete this section if you and/or your parents filed a 2016 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.

Please complete the following:

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 Data Retrieval Tool to transfer my income information. I have attached a copy of my 2016 <b>signed</b> Tax Return here. (If you have not retained a copy of your 2016 tax return, you can request a copy of your 2016 <b>Tax Return Transcript</b> to be mailed to you ( <i>instructions below</i> ).	<input type="checkbox"/> I am/we are unable or chose not to use the FAFSA's Data Retrieval Tool to transfer my/our income information. I/we have attached a copy of my/our 2016 <b>signed</b> Tax Return here. (If you have not retained a copy of your 2016 tax return, you can request a copy of your 2016 <b>Tax Return Transcript</b> to be mailed to you ( <i>instructions below</i> ).
<input type="checkbox"/> I filed an Amended Income Tax Return, 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 Income Tax Return, 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 2016 Federal Tax Return <b>and will complete Sections D and E below.</b>	<input type="checkbox"/> I/we did not and am/are not required to file a 2016 Federal Tax Return <b>and will complete sections D and E below.</b>

- 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](http://FAFSA.gov), log in to the 2018-19 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 2016 IRS tax information into the FAFSA. After uploading tax data, **please be sure to submit the FAFSA.**
- To obtain a 2016 Federal Tax Return Transcript from the IRS, go to [www.irs.gov](http://www.irs.gov) and click on the "Get Your Tax Record" link, or call **1-800-908-9946**. Make certain to request the "IRS Tax **Return** Transcript" and not the "IRS tax *account* transcript." It takes up to 2 weeks for IRS income information to be available for electronic IRS tax filers, and up to 8 weeks for paper 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 2016 income tax return with the IRS, but earned income from work in 2016. More information about who is required to file can be found at [www.irs.gov](http://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.**

1. In the following table, please list all earnings from work during 2016 **and attach a 2016 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 2016	Student	Parent(s)	IRS W-2 or 1099 Attached?
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
Total Income from Work in 2016	\$	\$	—

- If you or your parent(s) did not retain copies of your respective 2016 W-2(s), you can each obtain a 2016 Wage and Income Transcript from the IRS. Call **1-800-908-9946** or go to [www.irs.gov](http://www.irs.gov). There, click on the “Get Your Tax Record” link. Follow the on-screen instructions to log in or to create an IRS account. Once your account is created, make certain to request the **2016 “Wage and Income Transcript,”** and submit this to the Financial Aid Office.

2. For both parent and student non-tax filer, 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. To obtain confirmation of non-filing, go to [www.irs.gov](http://www.irs.gov) and click on the “Get Tax Record” link. Make certain to request the “Verification of Non-filing Letter”. Alternatively, 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.**

- If you and your parent(s) did not have any source of income from work in 2016, please attach a statement describing how your family met its living expenses in 2016.**
- 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 2016
	\$
	\$
	\$
	\$
	\$
	\$
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