



## C. Dependent Student's Income Information to be Verified

**TAX RETURN FILERS—Important Notice: If the student filed, or will file, an amended 2015 IRS tax return, the student must contact the financial aid administrator before completing this section.**

**Instructions:** Complete this section if the student, filed or will file a 2015 income tax return with the IRS. The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, the student should go to [FAFSA.gov](http://FAFSA.gov), log in to their FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if they are eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when or how to use the IRS Data Retrieval Tool, please see your financial aid administrator.

**Check the box that applies:**

- I, student have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2015 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information that was transferred in the verification process.*
- I, student have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2015 IRS income information into the student's FAFSA once the student has filed a 2015 IRS tax return. See instructions above for information on how to use the IRS Data Retrieval Tool. The student's school cannot complete the verification process until the IRS information has been transferred into the FAFSA.
- I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school **2015 IRS tax return transcript(s)** --- not photocopies of the income tax return

A **2015 IRS tax Return Transcript** may be obtained through:

- **Online Request** – Go to [www.irs.gov](http://www.irs.gov), under the tools heading on the IRS homepage, click "Get a Tax Transcript by Mail." Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript."
- **Telephone Request** – 1-800-908-9946
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T

In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2-3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT or the Tax Return Transcript within 6-8 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

- Check here if the student's IRS tax return transcript is attached to this worksheet.
- Check here if the student's IRS tax return transcript will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.

**TAX RETURN NON-FILERS**—complete this section if the student will not file and is not required to file a 2015 income tax return with the IRS.

- The student was not employed and had NO income earned from work in 2015.
- The student was employed in 2015 and has listed below the names of all the student's employers, the amount earned from each employer in 2015, an whether and IRS W-2 form is attached. Attach copies of all 2015 IRS W-2 forms issued to the student by employers. *List every employer even if the company did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and ID Number at the top.*

Employer's Name	2015 Amount Earned	IRS W-2 Attached
Suzy's Auto Body Shop (example)	\$2,000 (example)	Yes (example)

**D. Parents 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.

**TAX RETURN FILERS—Important Notice: If the student’s parent(s) filed, or will file, an amended 2015 IRS tax return, the student must contact the financial aid administrator before completing this section.**

**Instructions:** Complete this section if the student’s parent(s), filed or will file a 2015 income tax return with the IRS. The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student’s parent(s) has not already used the tool, the parent and the students should go to [FAFSA.gov](http://FAFSA.gov), log in to the student’s FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the student’s FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when or how to use the IRS Data Retrieval Tool, please see your financial aid administrator.

**Check the box that applies:**

- The student’s parent(s) has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2015 IRS income information into the student’s FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student’s school will use the IRS information transferred in the verification process.*
- The student’s parent(s) has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2015 IRS income information into the student’s FAFSA once the parent has filed a 2015 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student’s financial aid administrator cannot complete verification until the parents has transferred IRS information into the student’s FAFSA.*
- The student’s parent(s) is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student’s school a copy of the parent’s 2015 IRS tax return transcript(s)—not photocopies of the income tax return.

A **2015 IRS tax Return Transcript** may be obtained through:

- **Online Request** – Go to [www.IRS.gov](http://www.IRS.gov), under the tools heading on the IRS homepage, click “Get a Tax Transcript by Mail.” Make sure to request the “IRS Tax Return Transcript” and not the “IRS Tax Account Transcript.”
- **Telephone Request** – 1-800-908-9946
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T

In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2-3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT or the Tax Return Transcript within 6-8 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

If the parents are married, and separate 2015 tax returns were filed, 2015 IRS tax return transcripts must be submitted for each parent.

- Check here if the student’s parent(s) IRS tax return transcript is attached to this worksheet.
- Check here if the IRS tax return transcript(s) will be submitted to the student’s school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the school.

**TAX RETURN NON-FILERS**—complete this section if the student’s parent(s) will not file and are not required to file a 2015 income tax return with the IRS.

- Neither parent was employed nor had NO income earned from work in 2015.
- One or both parents were employed in 2015 and have listed below the names of all the employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if the company did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student’s name and ID Number at the top.*

Employer’s Name	2015 Amount Earned	IRS W-2 Attached
Suzy’s Auto Body Shop (example)	\$2,000 (example)	Yes (example)

### E. Parent's Other Information to Be Verified

Complete this section if someone in the student's parent's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program SNAP (formerly known as food stamps) any time during the 2015 or 2016 calendar years.

- One of the persons listed in Section B of this worksheet received SNAP benefits in the 2015 or 2016. If asked by the student's school, I will provide documentation of the receipt of SNAP benefits during 2015 and/or 2016 year.

Complete this section if one of the student's parents, included in the household, paid child support in 2015.

- One (or both) of the student's parents listed in Section B of this worksheet, paid child support in 2015. The parent has indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names and ages of the children for whom child support was paid, and the total annual amount of child support that was paid in 2015 for each child. If asked by the school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes the student's name and ID Number at the top.*

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name and age of Child for Whom Support was Paid	Amount of Child Support Paid in 2015
Marty Jones (example)	Chris Smith (example)	Terry Jones, age 6 (example)	\$6,000 (example)

### F. Certification and Signatures

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.

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

\_\_\_\_\_

Print Student's Name

\_\_\_\_\_

Student ID Number

\_\_\_\_\_

Student's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent's Signature

\_\_\_\_\_

Date

***You should make a copy of this worksheet for your records.***