



**C. Dependent Student's Income Information to Be Verified**

**1. TAX RETURN FILERS**

**Instructions:** Complete this section if the student, filed or will file a 2018 income tax return. The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2018 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed. In most cases, for electronic tax return filers, 2018 IRS income tax information for the IRS DRT is available within 2-3 weeks after the 2018 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2018 paper IRS tax returns, the 2017 IRS income tax return information is available for the IRS DRT within 8-11 weeks after the 2018 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.

**Check the box that applies:**

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2018 IRS income information into the student's FAFSA.
- The student has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2018 IRS income information into the student's FAFSA once the student has filed a 2018 IRS tax return.
- The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a 2018 IRS Tax Transcript.

To obtain an IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and click on the "Get Transcript for Your Tax Records" 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 2018 IRS tax return was filed). You can also use the paper form, IRS Form 4506T-EZ or IRS Form 4506T. If you prefer the school to receive the tax transcript on your behalf, you may enter the school information in Section 5 of the form. In most cases, for electronic tax return filers, 2018 IRS income tax information for the IRS DRT is available within 2-3 weeks after the 2018 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2018 paper IRS tax returns, the 2018 IRS income tax return information is available for the IRS DRT within 8-11 weeks after the 2018 paper IRS income tax return has been received by the IRS.

- Check here if a 2018 IRS Tax Return Transcript(s) is provided.
- Check here if the 2018 IRS Tax Return Transcript(s) will be provided later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.

**2. TAX RETURN NONFILERS**

Complete this section if the student will not file and is not required to file a 2018 income tax return with the IRS.

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2018. If a student has no income, please provide an **IRS document that clearly indicate that the IRS does not have a tax record on file for the tax year 2018 as acceptable documentation for verification of nonfiling.** This includes a Tax Return Transcript or a Tax Account Transcript that includes a message such as "no record of return filed or "no transcript on file".
- The student was employed in 2018 and has listed below the names of all the student's employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is attached. Attach copies of all 2018 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Student's ID Number at the top.*

Employer's Name	2018 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

**D. Parent's Income Information to Be Verified**

**1. TAX RETURN FILER**

**Important Note:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate income tax returns for 2018 or had a change in marital status after the end of the 2018 tax year on December 31, 2019.

**Instructions:** Complete this section if the student's parent(s) filed or will file a 2018 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 FAFSA.gov. In most cases, no further documentation is needed to verify 2018 income information that was transferred in to the student's FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic tax return filers, 2018 IRS income tax information for the IRS DRT is available within 2-3 weeks after the 2018 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2018 paper IRS tax returns, the 2018 IRS income tax return information is available for the IRS DRT within 8-11 weeks after the 2018 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.

**Check the box that applies:**

- The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2018 IRS income information into the student's FAFSA.
- The student's parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2018 IRS income information into the student's FAFSA once the parent's 2018 IRS tax return has been filed.
- The parent 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 **2018 IRS tax return transcript(s)**.  
 To obtain an IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and click on the "Get Transcript for Your Tax Records" 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 2018 IRS tax return was filed). You can also use the paper form, IRS Form 4506T-EZ or IRS Form 4506T. If you prefer the school to receive the tax transcript on your behalf, you may enter the school information in Section 5 of the form. In most cases, for electronic tax return filers, 2018 IRS income tax information for the IRS DRT is available within 2-3 weeks after the 2018 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2018 paper IRS tax returns, the 2018 IRS income tax return information is available for the IRS DRT within 8-11 weeks after the 2018 paper IRS income tax return has been received by the IRS.
- Check here if an IRS tax return transcript(s) is attached to this worksheet.*
- Check here if IRS tax return transcript(s) will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the student's school.*

**2. TAX RETURN NONFILERS**

Complete this section if the student's parent(s) will not file and is not required to file a 2018 income tax return with the IRS.

**Check the box that applies:**

- The parent(s) was not employed and had no income earned from work in 2018. If a student's parent(s) has no income, please provide an **IRS document that clearly indicate that the IRS does not have a tax record on file for the tax year 2018 as acceptable documentation for verification of nonfiling**. This includes a Tax Return Transcript or a Tax Account Transcript that includes a message such as "no record of return filed or "no transcript on file".
- The parent(s) was employed in 2018 and has listed below the names of all the parent's employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is attached. Attach copies of all 2018 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Student's ID Number at the top.*

Employer's Name	2018 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

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

**1. Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) check the box that applies:**

- No one listed in the household received SNAP benefits in 2017 or 2018.
- One of the persons listed in the household received SNAP benefits in 2017 or 2018. If asked by the student's school, I will provide documentation of the receipt of SNAP benefits during 2017 and/or 2018.

**2. Child Support Paid, check the box that applies:**

- No child support was paid for individuals outside of the household in 2018.
- One (or both) of the student's parents listed in Section B of this worksheet paid child support in 2018. 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 of the children for whom child support was paid, and the total annual amount of child support that was paid in 2018 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 Student's ID Number at the top.*

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2018
<i>Marty Jones</i>	<i>Chris Smith (example)</i>	<i>Terry Jones</i>	<i>\$6,000.00</i>

**F. High school Completion Status**

You must submit documentation of high school completion or an equivalent along with this worksheet.

**Check the box of the document you will attach to this worksheet:**

- High school diploma or high school transcript including graduation date.
- A copy of the student's General Educational Development (GED) certificate, an official GED transcript that indicates the student passed the exam, or a state-authorized high school equivalent certificate.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- Academic transcript of a successfully completed two-year program acceptable for full-credit toward a Bachelor's degree.  
**Student Name:** \_\_\_\_\_ **Student ID Number:** \_\_\_\_\_

For a homeschooled student from a state where law requires the student to obtain a secondary school completion credential from homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.

For a homeschooled student from a state where state law does not require the student to obtain a secondary-school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

**G. Documentation of Identity/Statement of Educational Purpose**

In order to complete the verification process, you will need to appear in person at your postsecondary institution and present your government issued ID (such as driver's license, military ID, passport, etc.) and this verification worksheet to an institutionally authorized financial aid administrator. Your financial administrator will need to validate the statement below at the time of submission by maintaining a copy of your Photo ID and by providing a signature and date. **If you cannot appear in person to submit this worksheet, you will need to provide a copy of your government issued ID and this worksheet notarized by a public notary.**

**Statement of Education Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the Federal Student  
Printed Student's Name  
Financial assistance I may receive will only be used for educational purposes and to pay the cost of attending

\_\_\_\_\_ for 2020-2021.

(Name of Postsecondary Educational Institution).

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Aid Administrator's Signature

\_\_\_\_\_  
Date

**Notary's Certificate of Knowledge**

State of \_\_\_\_\_ City/County of \_\_\_\_\_ on \_\_\_\_\_

Before me, \_\_\_\_\_ personally appeared, \_\_\_\_\_  
(Notary's Name) (Printed name of signer)

And proved to me on basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of government-issued photo ID provided)

Witness my hand and official seal \_\_\_\_\_  
(Notary Signature) (Date Commission Expires)

(Seal)

**H. Certification and Signatures**

Each person signing this worksheet certifies that all of the Information reported on it is complete and correct. The student and one parent must sign and date.

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

*Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to the financial aid administrator at your school.*

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