



Verification of 2018 IRS Income Tax Return Information for Parent Tax Filers

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

Instructions: Complete this section if the parents filed or will file a 2018 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](https://fafsa.gov).* In most cases, no further documentation is needed to verify 2017 IRS income tax return 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 return information is available for the IRS DRT or IRS Tax Return Transcript 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 income tax returns, the 2018 IRS income tax return information is available for the IRS DRT or IRS Tax Return Transcript 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 or obtaining an IRS Tax Return Transcript.

Check the box that applies:

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2018 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2018 IRS income tax return information into the student's FAFSA once the 2018 IRS income tax return has been filed.
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2018 IRS Tax Return Transcript(s)**. (signature not required)

To obtain a **2018 IRS Tax Return Transcript**, go to www.irs.gov, under the Tools heading on the IRS homepage, click "Get Transcript of Your Tax Records" link, or call 1-800-908-9946, or complete IRS Form 4506T-EZ or IRS Form 4506-T. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." Use the Social Security Number and date of birth of the first person listed on the 2018 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2018 IRS income tax return).

If the parents filed separate 2018 IRS income tax returns, **2018 IRS Tax Return Transcripts** must be provided for both.

____ Check here if a **2018 IRS Tax Return Transcript(s)** is provided.

____ Check here if a **2018 IRS Tax Return Transcript(s)** will be provided later.



Verification of 2018 IRS Income Tax Return Information for Individuals with Unusual Circumstances

Individuals Granted a Filing Extension by the IRS

If an individual is required to file a 2018 IRS income tax return and has been granted a filing extension by the IRS, provide the following documents:

- A copy of the IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2018;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2018; and
- A copy of IRS Form W-2 for each source of employment income received for tax year 2018 and, if self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2018.

Individuals Who Filed an Amended IRS Income Tax Return

If an individual filed an amended IRS income tax return for tax year 2018, provide both of the following:

- A signed copy of the original 2018 IRS income tax return that was filed with the IRS or a **2018 IRS Tax Return Transcript** (signature not required); and
- A signed copy of the 2018 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

Individuals Who Were Victims of IRS Identity Theft

- A victim of IRS identity theft who is not able to obtain a **2018 IRS Tax Return Transcript** or use the IRS DRT must contact the IRS at 1-800-908-4490. Upon authentication of the tax filer's identity, the IRS will provide, by the US Postal Service, a printout of the tax filer's 2016 IRS income tax return information.

Individuals Who Filed Non-IRS Income Tax Returns

An individual filed or will file a 2018 a income tax return with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, must provide:

- A signed copy of that 2018 income tax return(s); or
- A transcript obtained from a government of a U.S. territory or commonwealth, or a foreign central government that includes all of the tax filer's income and tax information required to be verified for tax year 2018.



**Certifications and Signatures
(Dependent Student)**

Certifications 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 you may be fined, be sentenced to jail, or both.

Print Student's Name

Student's ID Number

Student's Signature

Date

Parent's Signature

Date