

Student Income Information to Be Verified

1. TAX RETURN FILERS—**Important Note:** The below instructions apply to the student.

Instructions: Complete this section if you (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 (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2015 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

I have used the IRS DRT in *FAFSA on the Web* to transfer my 2015 IRS income tax return information into my FAFSA.

I have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer my 2015 IRS income tax return information into my FAFSA once I have filed a 2015 IRS tax return.

I am unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2015 IRS Tax Return Transcript**.

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

- Online Request – Go to www.irs.gov, under the Tools heading on the IRS homepage, click “Get a Tax Transcript by Mail.” Click “Get 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, the IRS DRT or IRS Tax Return Transcript is available 2-3 weeks after the IRS has received the electronic return. For paper tax return filers, the IRS DRT or IRS Tax Return Transcript is available 6-8 weeks after the IRS has received the paper return.

Check here if a 2015 IRS Tax Return Transcript is provided.

Check here if a 2015 IRS Tax Return Transcript will be provided later.

2. TAX RETURN NONFILERS—complete this section if you (the student) will not file and are not required to file a 2015 income tax return with the IRS.

Check the box that applies:

I was not employed and had no income earned from work in 2015.

I was employed in 2015 and have listed below the names of all my employers, the amount earned from each employer in 2015, and whether an IRS W2 form is provided. Copies of all 2015 IRS W-2 forms issued by my employers are listed. Every employer is listed even if they did not issue an IRS W-2 form.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2015
(Example) Suzy's Body Shop	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

Parent Income Information to Be Verified

Note: If two parents were reported in the household section of this worksheet, the instructions and certifications below refer and apply to both parents.

1. TAX RETURN FILERS—**Important Note:** The instructions below apply to each parent included in the student's household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2015 or had a change in marital status after December 31, 2015.

Instructions: Complete this section if the parents filed or will file a 2015 IRS income tax return(s). *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 2015 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

The parents have used the IRS DRT in FAFSA on the Web to transfer 2015 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 2015 IRS income tax return information into the student's FAFSA once the 2015 IRS income tax return is filed.

The parents are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a **2015 IRS Tax Return Transcript(s)**.

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

- Online Request – Go to www.irs.gov, under the Tools heading on the IRS homepage, click “Get a Tax Transcript by Mail.” Click “Get 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, the IRS DRT or IRS Tax Return Transcript is available 2-3 weeks after the IRS has received the electronic return. For paper tax return filers, the IRS DRT or IRS Tax Return Transcript is available 6-8 weeks after the IRS has received the paper return.

Check here if a 2015 IRS Tax Return Transcript is provided.

Check here if a 2015 IRS Tax Return Transcript will be provided later.

2. TAX RETURN NONFILERS—Complete this section if the parents will not file and are not required to file a 2015 income tax return with the IRS.

Check the box that applies:

Neither parent was employed, and neither had income earned from work in 2015.

One or both parents were employed in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 for is provided. Copies of all 2015 IRS W-2 forms issued to the parents by the IRS are attached. All employers are listed even if they did not issue an IRS W-2 form.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2015
(Example) Suzy's Body Shop	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

Student's Name: _____ SSN: _____

Other Information to Be Verified

Complete this section to verify if any of the student's household members received benefits from the Supplemental Nutrition Assistance Program (SNAP) any time during the 2014 or 2015 calendar years.

No person listed in my household on the FAFSA received SNAP benefits in 2014 or 2015.

One of the persons listed in my household on the FAFSA received SNAP benefits in 2014 or 2015. If asked by my school, I will provide documentation of the receipt of SNAP benefits during 2014 and/or 2015.

Complete this section if one or both of the parents included in the household and/or the student paid child support in 2015. Provide in the space below the names of the persons who paid the child support, the name of the persons to whom the child support was paid, the names and ages of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2015 for each child.

If more space is needed, provide 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	Annual Amount of Child Support Paid in 2015
Total Amount of Child Support Paid			\$

If we have reason to believe the information regarding the receipt of SNAP benefits or the child support paid is not accurate, we may require additional documentation.

Certification and Signatures

Each person signing below certifies that all of the information reported is complete and correct.

Warning: if you purposely give false or misleading information you may be fined, be sentenced to jail, or both.

Student Signature

Date

Parent Signature

Date

**Federal law requires original handwritten signatures. Digital signatures will not be accepted.
Your application will be considered incomplete if original signatures are missing.**

Why we need your Social Security number: Disclosure of your social security number is mandatory to apply for Federal student aid, under Section 484(a)(4)(B) of the Higher Education Act of 1965, as amended. The college uses your social security number to match your records with the Free Application for Federal Student Aid, to identify you and to process payments.