



Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary education institution is inaccurate.

## **SECTION C: Student's Tax Forms And Income Information**

### **STUDENT TAX RETURN FILERS**

**Complete this section if the student 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 (IRS DRT) that is a 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. If the student has not already used the tool, go to FAFSA.gov log into 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 student is eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information to the student's FAFSA. 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 tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 income tax return information is available for the IRS DRT within 6-8 weeks after the paper IRS income tax return has been received by the IRS. If the student filed, or will file, an amended 2015 IRS tax return, the student must contact the financial aid office before completing this section.

#### **Check the box that applies:**

The student has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2015 IRS income tax return 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 transfer 2015 IRS income tax return information into the student's FAFSA once the 2015 IRS tax return has been filed.

The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide the school a 2015 IRS Tax Return Transcript. 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 click "Get a Tax Transcript" then select Get Transcript Online or 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

Check here if the student's 2015 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.

### **STUDENT NONTAX FILERS**

**Complete this section if the student will not file and is not required to file a 2015 income tax return with the IRS.**

#### **Check the box that applies:**

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

The student/and or spouse was employed in 2015 and has listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. Attach copies of all 2015 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 ID at the top.

Employer's Name	2015 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$4,500 (example)</i>	<i>Yes (Example)</i>

We may require you to provide documentation from the IRS that indicates a 2015 IRS income tax return was not filed with the IRS.

## SECTION D: Parent's Tax Forms And Income Information

### PARENT TAX RETURN FILERS

**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 (IRS DRT) that is a part of FAFSA on the Web at FAFSA.gov. If the student's parents have not already used the tool, the student and the parent should go to 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 DRT to transfer 2015 IRS income tax information to the student's FAFSA. In most cases, for electronic tax return filers, the 2015 IRS income tax information is available for the IRS DRT 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 IRS tax return transcript within 6-8 weeks after the paper IRS income tax return has been received by the IRS. If the student's parent filed, or will file, an amended 2015 IRS tax return the student must contact the financial aid office before completing this section.

#### Check the box that applies:

The student's parents have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2015 IRS income tax return information into the student's FAFSA.

The student's parents have not yet used the IRS Data Retrieval Tool 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 tax return has been filed.

The student's parents are unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide the school a 2015 IRS Tax Return Transcript. 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 click "Get a Tax Transcript" then click "Get a 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

Check here if the parent's 2015 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.

### PARENT NONTAX FILERS

**Complete this section if the student's parents will not file and are not required to file a 2015 IRS income tax return.**

#### Check the box that applies:

Neither parent was employed nor 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 form is provided. [Provide copies of all 2015 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.  
If more space is needed, provide a separate page with the student's name and ID number at the top.

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

We may require you to provide documentation from the IRS that indicates a 2015 IRS income tax return was not filed with the IRS.

**SECTION E: Child Support Paid Information**

Did one or both of the parents included in the household (listed in Section B) pay child support in 2015? If yes, list below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, and the names and ages of the children for whom the child support was paid, and the total amount of child support that was paid in 2015 for each child. (YEARLY total)

No

Yes

If more space is needed, provide a separate page that includes the student's name and Student ID 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	Total Amount of Child Support Paid in 2015

If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as:

- A signed statement from the individual receiving the child support certifying the amount of child support received; or
- Copies of the child support payment checks, money order receipts, or similar records of electronic payments having been made.

**SECTION F: Receipt of Snap Benefits**

Did a member of the household (listed in Section B) receive benefits from the Supplemental Nutrition Assistance Program (formerly known as the Food Stamp Program) sometime during 2015 or 2016.

Yes, one of the persons listed in Section B of this worksheet received SNAP benefits sometime during 2015 or 2016.

None of the persons listed in Section B of this worksheet received SNAP benefits during 2015 or 2016.

**SECTION G: 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, be sentenced to jail, or both.**

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's ID Number

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date