

C. Student’s Income Information to Be Verified

1. **TAX RETURN FILERS—Important Note:** If you (or your spouse, if married) filed, or will file, an **amended** 2016 IRS tax return, you must contact the Financial Aid Office before completing this section.

Instructions: Complete this section if you, the student, **filed** a 2016 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 you have not already used the tool, go to FAFSA.gov, log in to your FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into your 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.*

Check one box that applies:

- I, the student, **have used** the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse’s) 2016 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA, and did not change the information. *Your school will use the IRS information that was transferred in the verification process.*

IRS Data Retrieval Tool was used on _____
Date

- 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 **2016 IRS tax return transcript(s)**—not photocopies of the income tax return. *To obtain an IRS tax return transcript, go to www.IRS.gov and select “Get Your Tax Record,” or call 1-800-908-9946. Make sure to request the “IRS tax return transcript” and not the “IRS tax account transcript.” It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you are married and you and your spouse filed separate 2016 tax returns, you must submit tax return transcripts for both you and your spouse.*

2. **TAX RETURN NONFILERS**—Complete this section if you, the student (and, if married, your spouse), will not file and **are not required** to file a 2016 income tax return with the IRS.

All tax return nonfilers must request a verification of nonfiling statement for 2016 from the IRS and attach a copy to this worksheet. *To obtain an IRS Verification of Nonfiling Statement, go to www.IRS.gov. Under the Forms and Instructions heading, you will select Form 4506-T, Request for Transcript of Tax Return. You will complete this form, check box 7, indicate request is for the 2016 tax year, and mail to the IRS. If married, the student’s spouse must also submit an IRS nonfiling statement.*

IRS Verification of Nonfiling Statement was requested on _____
Date

Check one box that applies:

- The student (and, if married, the student’s spouse) was not employed and had no income earned from work in 2016.
- The student (and, if married, the student’s spouse) was employed in 2016 and has listed below the names of all the employers, the amount earned from each employer in 2016, and whether an IRS W-2 form or Wage and Tax Statement is attached. Attach copies of all 2016 IRS W-2 forms or Wage and Tax Statements issued by employer(s). Wage and Tax Statements are required for everyone who earned income outside the U.S. *List every employer even if they did not issue an IRS W-2 form or Wage and Tax Statement. If more space is needed attach a separate page with the student’s name and Social Security number at the top.*

Employer’s Name	2016 Amount Earned	Form Attached?
Suzy’s Auto Body Shop (example)	\$2,000.00	Yes

Student Name: _____ SSN: _____

D. 2016 Expenses – If you (and your spouse’s) 2016 income was less than \$6,000, and you have at least two people in your household, you must complete this section. If your expenses were shared or paid by someone else, calculate the amounts with his or her help. Zero (0) is not an acceptable answer.

Did you and your spouse live with friends or other family members who provided room and board? Yes No

What was the total of your 2016 monthly expenses for rent/mortgage, food, and utilities? \$_____ per month.

What was the total of your 2016 monthly expenses for transportation (include car payment), medical, insurance, personal, and entertainment? \$_____ per month.

Please check if you (or your spouse) receives subsidized housing TANF social security benefits

E. Certification and Signature

The student must sign this worksheet. If married, the spouse’s signature is optional.

I certify that all of the information reported on this worksheet is complete and correct.

Student Signature

Date

Spouse Signature

Date

F. Complete and return this form with appropriate documentation within three weeks of receipt of this notice so that we can continue to process your file. Failure to do so will delay processing of your financial aid application.

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