## Providing Income and Tax Information When Your FAFSA is Selected for Verification

Some students who complete a Free Application for Federal Student Aid (FAFSA) will be selected for a process called **verification**. Many of these students need to verify income and tax information for themselves for a specific tax year. In addition, income & tax information for the student's spouse (if the student is married) or for the student's parents (if the student is considered "dependent") may be required.

The college cannot complete verification and disburse aid until all required information is received and reviewed.

For those who report that they have filed or will file federal income tax returns, the best way to verify income and tax information is by using the **IRS Data Retrieval Tool (IRS DRT)** that is part of FAFSA on the Web at <a href="https://www.FAFSA.ed.gov">www.FAFSA.ed.gov</a>. In most cases, no further documentation is needed to verify income information that was transferred into the student's FAFSA using the IRS DRT so long as that information was not changed once it was imported.

### How to use the IRS DRT to update your FAFSA once an income tax return has been processed by the IRS:

- 1. Go to www.FAFSA.ed.gov and log into your FAFSA record
- 2. Select "Make FAFSA Corrections"
- 3. Navigate to the Financial Information section of the FAFSA
- 4. In the Tax Information section(s), follow the instructions to determine eligibility to use the IRS DRT
- 5. If eligible, follow the directions to link to the IRS
- 6. Provide the filer's Social Security Number, birth date, and address used when filing
- 7. Follow the instructions to transfer IRS income tax return information into the FAFSA

If the student or parent is unable to use the IRS DRT, must change the information that is imported, or chooses not to use the IRS DRT in FAFSA on the Web, an **IRS Tax Return Transcript**—<u>not</u> a photocopy of the income tax return- must be provided to the Financial Aid Office.

## How to Obtain an IRS Tax Return Transcript:

- RECOMMENDED Telephone Request: 1-800-908-9946
- Online Request : www.IRS.gov
  - Under the Tools section on the IRS homepage, click "Get A Tax Transcript"
  - Click "Get Transcript by MAIL"
  - Provide the filer's Social Security Number, date of birth, and address info used when filing
  - o Request the "Tax Return Transcript" NOT the "Tax Account Transcript" for the specified year
- Paper Request Form: IRS Form 4506T-EZ or IRS Form 4506-T

#### **Availability of IRS DRT and Tax Return Transcripts:**

The majority of electronic tax return filers will have information available for the IRS DRT or the IRS Tax Return Transcript within 2-3 weeks after their electronic tax returns has been accepted by the IRS. Availability takes 6-8 weeks for paper tax return filers. Additional time may be required if income tax is owed.

Plan ahead – File your taxes early to allow for sufficient time to complete financial aid processes.

**Special Cases:** (Contact the Financial Aid Office at your college if you require additional assistance)

- If the student or parent made a mistake on the FAFSA and will not file, simply correct the information online.
  - Log into www.FAFSA.ed.gov, select "Make FAFSA Corrections," and update as needed.
- Notify the Financial Aid Office if you, the student (if married) or your parents (if you are a dependent student) had a **change in marital status** after December 31, 2015 or- if any **married tax filer filed separately**.
- If an **amended** (i.e., changed) IRS income tax return has been or will be filed, provide a <u>signed</u> copy of the IRS Form 1040X "Amended US Individual Income Tax Return" **AND** an IRS Tax Return Transcript.
- For IRS filing extensions, provide a copy of IRS Form 4868, "Application for Automatic Extension of Time to File
  U.S. Individual Income Tax Return," AND copies of all IRS Forms W–2 for each source of employment income,
  AND/OR, if self-employed, a signed statement certifying the estimated amount of Adjusted Gross Income (AGI).
- For victims of **IRS tax-related identity theft**, provide a Tax Return Database View (TRDBV) transcript **AND** a signed & dated statement about the situation and affirming the IRS is aware of the problem.
  - Victims of tax-related ID theft should call the IRS' Identity Protection Specialized Unit at 1-800-908-4490.



# 2016-2017 Verification Worksheet for Dependent Student

Your 2016-2017 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, your school must confirm certain information reported on your FAFSA.

You and at least one parent must complete and sign this worksheet. Submit the form and other required documents to your college's Financial Aid Office. If additional information is required, it will be specified online within the Financial Aid pages of Banner Self-Service, so do check frequently for updates and any outstanding requirements.

To verify that FAFSA information is correct, the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and any other required documents. If there are differences, your FAFSA information may be corrected. If you have questions, contact your college's Financial Aid Office as soon as possible to avoid delays in receiving your aid.

Student's Street Address (include apt. no.)			clude apt. no.)	Student's Street Address (in
City Code Chalant's Do				
City State Zip Code Student's Da	Date of Birth	Zip C	State	City

### **B.** Dependent Student's Family Information

## In the table below, list the people in the student's parent(s)' household. Include:

- The student (always list yourself first) and parent(s) (including a stepparent) even if the student lives separately.
  - If parents are divorced, include information about the parent's household in which the student resides most often.
- The parent(s)' other children if the parent(s) will provide more than half of their support from July 1, 2016, through June 30, 2017, -OR- if the other children would be required to provide parental information if they were completing a FAFSA for 2016—2017. Include children who meet either of these standards, even if they do not live with the parent(s).
- Other people if they now live with the parent(s) and the parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2017.

For "College" information: Include the name of the college/school for any listed household member who currently is or who will be enrolled at least half time (6 credits or more) in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2016, and June 30, 2017. Additional documentation may be required.

If more space is needed, include an additional page with the student's name and Student ID # at the top.

Full Name	Age	Relationship to	College	Will be Enrolled at
		Student		Least Half Time
Missy Jones (example)	18	Sister	Central University	Yes
		Self		

Stu	dent's Name:		Student/ Banner ID: _		
С.	Verification of 2015 Income Information for	<u>Dependent</u>	Student Tax Return Fil	lers	
	Instructions: Complete this section only if the str	ıdent, <u>filed o</u>	or will file a 2015 IRS inco	me tax return.	
	In general, the best way to verify income is by using <a href="https://www.FAFSA.gov">www.FAFSA.gov</a> . In most cases, no further document student's FAFSA using the IRS DRT so long as that	ntation is nee	ded to verify 2015 income i	information that was tra	
	For Tax Return Filers, check the box below t	hat applies:	:		
	The student <u>has already used</u> the IRS DRT in student's FAFSA and has made no changes to			income tax return infor	mation into the
	The student <u>has not yet used</u> the IRS DRT in information into the student's FAFSA once the				come tax return
	The student <u>changed imported data</u> , is <u>unable to use the IRS DRT</u> , or <u>chooses not to use</u> the IRS DRT in <i>FAFSA on the Web</i> , and instead will provide the school a <b>2015 IRS Tax Return Transcript</b> which may be requested on <u>www.IRS.gov</u> . Note: This is <u>not</u> a photocopy of the income tax return.				
	Check here if the student's IRS T	`ax Return Tr	anscript is included with th	is worksheet.	
	Check here if the student's IRS T	`ax Return Tr	anscript will be submitted t	o the school later.	
	For more information, see separate document <u>Provid</u>	ling Income o	and Tax Information When	Your FAFSA is Selected	for Verification
Ski	p Section "D" below if you, the student, filed/ will file	e a 2015 IRS	Income Tax Return.		
D.	<b>Verification of 2015 Income Information for</b>	Dependent	Student Who is Not Re	quired to File a Tax	Return
	<b>Instructions:</b> Complete this section only if the st For information about filing requirements, review "I				ome tax return.
	For Non-Filers, check the box below that app	lies:			
	The student was not employed and had no inc	ome earned f	rom work in 2015.		
	The student did not file and was not required to all the student's employers, the amount earned		- ·		
	Provide copies of all 2015 List every employer being If more space is needed, include an additional and the copies of all 2015 an	low, even if	they did not issue an IR	S W-2 form.	p.
	Employer's Name		2015 Amount Earned	IRS W-2 Provided?	
	(example) Suzy's Auto Body Shop (example	e)	\$2,000.00(example)	Yes(example)	

Note: You may be required to provide documentation from the IRS to confirm an income tax return was not filed.

Student's	s Name:	Student/ Banner ID:	
Е. У	Verification of 2015 Income Information for <u>Parer</u>	t Tax Return Filers	
Insti	ructions: Complete this section only if the parent(s), <u>fil</u>	ed or will file a 2015 IRS in	come tax return.
www.	eneral, the best way to verify income is by using the IRS Da e.FAFSA.gov. In most cases, no further documentation is neent's FAFSA using the IRS DRT so long as that information	eeded to verify 2015 income	information that was transferred into the
For '	Tax Return Filers, check the box below that applie	es:	
	The parent(s) <u>have already used</u> the IRS DRT in <i>FAFSA</i> the student's FAFSA and have made no changes to that I		IRS income tax return information into
The parent(s) <u>have not yet used</u> the IRS DRT in <i>FAFSA on the Web</i> , but will use the tool to transfer 2015 IRS incorreturn information into the student's FAFSA once the 2015 IRS tax return has been filed and processed.			
The parent(s) <u>changed imported data</u> , are unable to use the IRS DRT, or choose not to use the IRS DRT in <i>FAFSA on the Web</i> , and instead will provide the school a <b>2015 IRS Tax Return Transcript</b> which may be requested on <u>www.IRS.gov</u> . Note: This is <u>not</u> a photocopy of the income tax return.			
	Check here if the parent(s)' IRS Tax Return	Transcript is included with	this worksheet.
	Check here if the parent(s)' IRS Tax Return	Transcript will be submitted	l to the school later.
For n	more information, see separate document <u>Providing Incom</u>	e and Tax Information When	Your FAFSA is Selected for Verification
Skip Sect	ion "F" below if the parent(s) filed/ will file a 2015 IRS In	come Tax Return.	
<b>F. V</b>	Verification of 2015 Income Information for <u>Parer</u>	t(s) Who are Not Requir	red to File a Tax Return
	ructions: Complete this section only if the parent(s) wirn. For information about filing requirements, review "Do		
For	Non-Filers, check the box below that applies:		
	The parent(s) were not employed and had no income earn	ned from work in 2015.	
	The parent(s) did not file and were not required to file, be names of all employers, the amount earned from each em		
	Provide copies of all 2015 IRS W-2 for List every employer below, even of the If more space is needed, include an additional particle.	if they did not issue an IR	S W-2 form.
	Employer's Name	2015 Amount Earned	IRS W-2 Provided?
	(example) Suzy's Auto Body Shop (example)	\$2,000.00(example)	Yes(example)

Note: You may be required to provide documentation from the IRS to confirm an income tax return was not filed.

Student	t's Name	e: Student/ Banner ID:
G.	Receip	et of SNAP Benefits
	househo	ctions: This section must be completed if you reported on your FAFSA that someone in the student's parent's old received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) e during the 2014 or 2015 calendar years.
	Check	the box that applies:
		YES, a member of the student's parent(s)' household received SNAP benefits sometime during 2014 or 2015. If asked by the college, documentation of the receipt of SNAP benefits during 2014 and/or 2015 will be provided.
		NO, no member of the student's parent(s)' household received SNAP benefits in 2014 or 2015.

**Note:** SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3243).

## H. Child Support Paid

**Instructions:** This section must be completed if you reported child support paid in 2015 on your FAFSA. If one or both of the parents included in the household and/or the student paid child support in 2015, provide in the table below the name(s) of the person(s) who paid the child support, the name(s) of the person(s) 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 no child support was paid, indicate \$0 or N/A.

Do NOT include child support received in this section – only that which was paid.

If more space is needed, include an additional page with the student's name and Student ID # at the top.

Name of Person in Household Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name & Age of Child for Whom Support Was Paid	Amount of Child Support Paid in 2015
Marty Jones	Chris Smith (example)	Terry Jones, 2 years	\$6,000.00
		Total Paid in 2015:	

Note: In certain cases, the school may request additional documentation to verify child support paid.

tudent's Name:		Student/ Banner ID:	
I.	Certification and Signatures  Each person signing this worksheet certifies that all of the	WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.	
	information reported on it is complete and correct.  The student and one parent whose information is reported on	the FAFSA must sign and date below.	
	Student's Signature	Date	
	Parent's Signature	Date	

Submit this worksheet and any other required documentation to the financial aid administrator at your school.

Illegible or missing information will delay processing and awarding of financial aid.

Ensure that all relevant sections are completed. If a section does not apply to you, mark it as "N/A" or "Not Applicable."