



## Income Information to Be Verified

The best way to verify income is by using the IRS Data Retrieval Tool (DRT) when completing or updating the FAFSA. If you did not use the tool, you must provide an IRS 2017 Tax Return Transcript or signed copy of your 2017 Federal Income Tax Return. A **2017 IRS Tax Return Transcript** may be obtained through:

- **Get Transcript by MAIL** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript ONLINE** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have 1) access to a valid email address, 2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and 3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. The transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

## Student's Income

**Note: If you and your spouse filed separate 2017 IRS income tax returns, documentation must be provided for both.**

- I used the IRS Data Retrieval Tool when completing/updating the 2019-2020 FAFSA.
- My (and my spouse's) 2017 IRS Tax Return Transcript(s) **or** signed 2017 Federal Income Tax Return(s) is attached. See **Income Information to be Verified** (above) for important details.
- I (and my spouse) was not employed and had no income earned from work in 2017. Verification of Nonfiling Letter(s) from the IRS for 2017 is attached. (This can be obtained by submitting IRS Form 4506-T and checking box 7.)
- I (and my spouse) will not file and am not required to file a 2017 Federal tax return. If you did not file a tax return, but had earnings from work, please list each employer even if they did not issue an IRS W-2 form. You must submit a copy of all W-2s received. Verification of Nonfiling Letter(s) from the IRS for 2017 is attached. (This can be obtained by submitting IRS Form 4506-T and checking box 7.)

Name of Employer	2017 Amount Earned	W-2 attached (yes or no)
<i>Complete this section only if you did <b>NOT</b> file taxes for 2017</i>		

## Certification and Signatures

By signing this worksheet, I/we certify that all the information reported on this worksheet to qualify for Federal student aid is complete and correct. The student must sign and date.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (optional)

\_\_\_\_\_  
Date

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