



**Section C. Student's Income Verification (Use 2016 Income Only)**

**PART 1: Tax Return Filers** (This question is only for those who filed a 2016 Federal Income Tax Return with the IRS and used the IRS Data Retrieval Tool). NOTE: The IRS Data Retrieval Tool is not available for Dream (AB540) Application Filers or if you filed an amended tax return.

Did you file a 2016 federal tax return with the IRS?

Yes  If yes, complete this Section and SKIP Parts 2 and 3                      No  If no, complete Part 2 and SKIP Part 3

Check only 1 box below:

- Check here if you are a FAFSA filer and you used the IRS Data Retrieval Tool at FAFSA on the Web to retrieve and transfer your 2016 IRS income information onto your FAFSA. *The Financial Aid Office will upload the Data Retrieval Information to complete the verification process. You may skip the rest of this Section.*
- Check here if you are either a: Dream Application Filer OR unable to OR choose not to use the IRS Data Retrieval Tool and you are submitting a paper copy of a **2016 IRS Tax Return Transcript** from the IRS with this worksheet.

A 2016 IRS Tax Return Paper Transcript may be obtained through the following options:

- Online Request: [www.irs.gov](http://www.irs.gov). Request "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
- Telephone Request: Call 1-800-908-9946
- Paper Requests: Submit IRS Form 4506T-EZ or IRS Form 4506-T to the IRS.
- Filers of amended tax returns must submit their 2016 IRS tax transcript AND a signed copy of the 2016 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS

**PART 2: Non-tax Filers** (This question applies to those who did not file a 2016 income tax return and were not required to do so)

Did you file a 2016 federal tax return with the IRS?

Yes  If yes, complete Part 1 above and SKIP Parts 2 and 3.  
 No  If no, complete this section and SKIP Parts 1 and 3.

Verification of non-filing status: (Check only 1 box below)

- Check here if you were not employed and had no income from work during 2016.
- Check here if you did not file a tax return but were employed in 2016 and list your employers below:

List below the name of all employers and the amount you earned from work from each employer. Attach a copy of one of the above documents along with your W-2 form(s) or 1099 issued by your employers. If more space is needed, attach a separate page with the student's name and CIN# at the top. **List every employer even if they did not issue an IRS W-2 or 1099 form.**

Employer's Name/ Source of Income	2016 Amount Earned/ Income
<i>Suzy's Auto Body Shop (example)</i>	<i>\$1,900 (example)</i>
<b>TOTAL Amount of Income Earned From Work:</b>	\$

**PART 3: Amended Tax Return Filers** (This question is for those who filed a 2016 IRS tax return and amended it)

Did you file an amended 2016 federal tax return with the IRS?

Yes  If yes, you must submit the following:

- Paper copy of the 2016 IRS "Tax Return" Transcript (AND)
- A signed copy of the Amended 2016 1040X

No  Answer either Part 1 or 2 above, not both

*(Please continue and complete Section D: Parent's Income Verification Information)*

**Section D. Parent’s Income Verification (Use 2016 Income Only)**

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

**PART 1: Tax Return Filers** (This question is only for those who filed a 2016 Federal Income Tax Return with the IRS and used the IRS Data Retrieval Tool). NOTE: The IRS Data Retrieval Tool is not available for Dream (AB540) Application Filers or if you filed an amended tax return.

Did your parent(s) file a 2016 federal tax return with the IRS?

Yes  If yes, complete this Section and SKIP Parts 2 and 3      No  If no, complete Part 2 and SKIP Part 3

Check only 1 box below:

- Check here if you are a FAFSA filer and you used the IRS Data Retrieval Tool at FAFSA on the Web to retrieve and transfer your parent(s) 2016 IRS income information onto your FAFSA. *The Financial Aid Office will upload the Data Retrieval Information to complete the verification process. You may skip the rest of this Section.*
- Check here if you are either a: Dream Application Filer OR unable to OR choose not to use the IRS Data Retrieval Tool and you are submitting a paper copy of a **2016 IRS Tax Return Transcript** from the IRS with this worksheet.

A 2016 IRS Tax Return Paper Transcript may be obtained through the following options:

- Online Request: [www.irs.gov](http://www.irs.gov). Request “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.”
- Telephone Request: Call 1-800-908-9946
- Paper Requests: Submit IRS Form 4506T-EZ or IRS Form 4506-T to the IRS.
- Filers of amended tax returns must submit their 2016 IRS tax transcript AND a signed copy of the 2016 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS

**PART 2: Non-tax Filers** (This question applies to those who did not file a 2016 income tax return and were not required to do so)

Did your parent(s) file a 2016 federal tax return with the IRS?

Yes  If yes, complete Part 1 above and SKIP Parts 2 and 3.      No  If no, complete this Section and SKIP Parts 1 and 3.

Part 2A: Verification of non-filing status: Check only 1 box below:

- Check here if your parent(s) were not employed and had no income from work during 2016.
- Check here if your parent(s) did not file a tax return but were employed in 2016. For 2018-19, non tax filers selected for verification must provide supporting documentation of nonfiling. Request one of the following documents by mailing or faxing form [4506-T](#) to the IRS:
  - Verification of non-filing letter
  - Tax Return Transcript
  - Tax Account Transcript
  - AND a wage and income transcript if you were employed but did not have to file taxes.

List below the name of all employers and the amount you earned from work from each employer. Attach a copy one of the above documents along with your W-2 form(s) or 1099 issued by your employers. If more space is needed, attach a separate page with the student’s name and CIN# at the top. **List every employer even if they did not issue an IRS W-2 or 1099 form.**

Employer’s Name/ Source of Income	2016 Amount Earned/ Income
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>
<b>TOTAL Amount of Income Earned From Work:</b>	\$

Part 2B: Verification of non-filing identification: Check only 1 box below and attach the appropriate documentation:

- Check here if you have a valid SSN (Social Security Number), ITIN (Individual Taxpayer Identification Number), or EIN (Employer Identification Number). If you check this box, please provide one of the following documentation dated on or after October 2017:
- o IRS Verification of Nonfiling, or
  - o IRS Form 13873 that clearly states IRS has "No record of return filed" or "No transcript on file" for tax payer, **or**
  - o Any IRS documents that clearly states IRS has "no record of return filed" or "No transcript on file" for tax payer

NOTE: The IRS documents will indicate that the IRS does not have a tax return record on file for the relevant tax year, such as: "No record of return filed" or "No transcript on file." Any IRS documents with unclear messages, such as "could not be processed" or the "request could not be honored" will not be accepted as verification of nonfiling.

- Check here if you DO NOT have a valid SSN (Social Security Number), ITIN (Individual Taxpayer Identification Number), or EIN (Employer Identification Number).

**PART 3: Amended Tax Return Filers** (This question is for those who filed a 2016 IRS tax return and amended it)

*Did your parent(s) file an amended 2016 federal tax return with the IRS?*

Yes  If yes, your parent(s) must submit the following:                      No  Answer either Part 1 or 2 above, not both

- Paper copy of the 2016 IRS "Tax Return" Transcript (AND)
- A signed copy of the Amended 2016 1040X

**Section E. Please Sign and Date Below**

By signing this worksheet, I certify that all the information reported on this worksheet is complete and correct.

The student and 1 Parent whose information is provided on the 2018-19 FAFSA must sign this worksheet.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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