

C. Dependent Student's Income Information to Be Verified

1. Student's Income Information

Instructions: Check only one box below.

- The student has filed or will file a 2020 IRS tax return. (See instruction section below for required documentation.)
- The student was not employed and had no income earned from work in 2020 and was not required to file the 2020 tax return.
- The student was employed in 2020 but not required to file a 2020 IRS tax return. Below you must list the names of all employers, the amount earned from each employer in 2020, and whether an IRS W-2 form is attached. Attach copies of all 2020 W-2 forms issued to you 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 your name and Student ID Number at the top.

| Employer's Name | 2020 Amount Earned | IRS W-2 Attached? |
|---------------------------------|--------------------|-------------------|
| Suzy's Auto Body Shop (example) | \$2,000.00 | Yes |
| | | |
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| | | |

2. Parent's Income Information * If two parents are listed in Section B, the instructions and certifications below refer and apply to both parents.

Instructions: Check only one box below.

- The student's parent has filed or will file a 2020 IRS tax return. (See instruction section below for required documentation.)
- The student's parent was not employed and had no income earned from work in 2020 and was not required to file the 2020 tax return. (See instruction section below for required documentation.)
- The student's parent was employed in 2020 but not required to file a 2020 IRS tax return. Below you must list the names of all employers, the amount earned from each employer in 2020, and whether an IRS W-2 form is attached. Attach copies of all 2020 W-2 forms issued to you 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 your name and Student ID Number at the top.

| Who Earned Income? | Employer's Name | 2020 Amount Earned | IRS W-2 Attached? |
|--------------------|---------------------------------|--------------------|-------------------|
| Mother | Suzy's Auto Body Shop (example) | \$2,000.00 | Yes |
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D. Certification and Signature

Each person signing the worksheet certifies that all the information reported on it is complete and correct. The student and one parent must sign and date. Electronic signatures not accepted.

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

Student's Signature

Date

Parent's Signature

Date

Instruction Section for Tax Filers

Option 1 – Use the IRS Data Retrieval Tool

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 already used this tool and submitted your FAFSA with unaltered tax data than no further action is required, unless instructed by your financial aid office.

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. If you need more information about when, or how to use the IRS Data Retrieval Tool please contact the financial aid office.

Option 2 – Request an IRS Tax Return Transcript for Filers or Non-Filers

If you do not meet the requirements or choose not to use the IRS Data Retrieval Tool, you are required to submit yours, and your parents', IRS tax return transcript to the financial aid office. If your parent did not file, your parent will need to request a 2020 Non-Filing Statement from the IRS.

To obtain an IRS tax return transcript, go to [www.IRS.gov](#) and click on the "Get a Tax Transcript" link. You can select to receive the transcript online or have a copy mailed to you. You will need your SSN, DOB, and the address on file with the IRS (the address used when your 2020 IRS tax return was filed), or call 1-800-908-9946.

Note: Once you have filed your return with the IRS it may take up to two weeks for IRS income information to be available for electronic tax return filers, and up to eight weeks for paper tax return filers. You must wait until your IRS income information is available before choosing either option.

Submit this worksheet to the financial aid office at your school. - You should make a copy of this worksheet for your records.