



**C. Dependent Student's Income Information to Be Verified**

1. TAX RETURN FILERS—**Important Note:** If the student filed, or will file, an amended 2018 IRS tax return, the student must contact the financial aid administrator before completing this section.

**Instructions:** Complete this section if the student, filed or will file a 2018 income tax return with the IRS. **The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [www.fafsa.gov](http://www.fafsa.gov). If the student has not already used the tool, the student should go to [FAFSA.gov](http://FAFSA.gov), log in to the student's FAFSA record, click on "Make correction to your FAFSA", and then click on the financial information section. Select that you have "already completed" your taxes and click on "link to IRS" function. It may take 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. If you need more information about whether, or how, to use the IRS Data Retrieval Tool contact your financial aid administrator.**

**Check the box that applies:**

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2018 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2018 IRS income information into the student's FAFSA once the student has filed a 2018 IRS tax return.
- The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and instead the student will provide the school a **2018 IRS tax return transcript. To obtain an IRS tax return transcript you have several options.**
  - **Online request:** go to [www.irs.gov](http://www.irs.gov), click "Get Your tax transcript". Click "Get Transcript Online" or "Get Transcript by Mail." **Make sure to request the "IRS Tax RETURN transcripts.**
  - **Telephone request: 1-800-908-9946**
- Check here if the student's IRS tax return transcript is attached to this worksheet.
- Check here if the student's IRS tax return transcript will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.

2. TAX RETURN NONFILERS—Complete this section if the student will not file and is not required to file a 2018 income tax return with the IRS.

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2018.
- The student was employed in 2018 and has listed below the names of all the student's employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is attached. Attach copies of all 2018 IRS W-2 forms issued to the student 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 the student's name and Social Security Number at the top.*

Employer's Name	2018 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

**D. Parent's Income Information to Be Verified**—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

1. TAX RETURN FILERS—**Important Note:** If the student's parent(s), filed or will file, an amended 2018 IRS tax return the student's financial aid administrator must be contacted before completing this section.

**Instructions:** Complete this section if the student's parent(s) filed or will file a 2018 income tax return with the IRS. **The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [www.fafsa.gov](http://www.fafsa.gov). If the student's parent(s) has not already used the tool, the parent and the student should go to [FAFSA.gov](http://FAFSA.gov), log in to the student's FAFSA record, click on "Make correction to your FAFSA", and then click on the financial information section. Select that you have "already completed" your taxes and click on "link to IRS" function. It may take 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. If you need more information about whether or how to use the IRS Data Retrieval Tool contact your financial aid administrator.**

**Check the box that applies:**

- The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2018 IRS income information into the student's FAFSA.
- The student's parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2018 IRS income information into the student's FAFSA once the parent's IRS tax return has been filed.
- The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's **2018 IRS tax return transcript(s). To obtain an IRS tax return transcript you have several options.**
  - **Online request:** go to [www.irs.gov](http://www.irs.gov), under the Tools heading on the IRS homepage, click "Get Transcript of Your Tax Records." Click "Get Transcript Online" or "Get Transcript by Mail." **Make sure to request the "IRS Tax RETURN transcripts.**
  - **Telephone request: 1-800-908-9946**
- Check here if an IRS tax return transcript(s) is attached to this worksheet.
- Check here if IRS tax return transcript(s) will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.

2. TAX RETURN NONFILERS—Complete this section if the student's parent(s) will not file and is not required to file a 2018 income tax return with the IRS.

**Check the box that applies:**

- The parent(s) was not employed and had no income earned from work in 2018.  
*If checked, please provide a copy of their verification of nonfiler letter from the IRS OR a signed statement indicating you are a nonfiler and attempted to obtain verification of nonfiler.*
- The parent(s) was employed in 2018 and has listed below the names of all the parent's employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is attached. Attach copies of all 2018 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2018 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

Student's Name: \_\_\_\_\_

ID# \_\_\_\_\_

**E. Parent's Other Information to Be Verified: You must answer Yes or No to each question.**

**1. Supplemental Nutrition Assistance Program or SNAP** (formerly known as food stamps) any time during the 2018 or 2019 calendar years.

- Yes, one of the persons listed in Section B of this worksheet received SNAP benefits in 2018 or 2019. If asked by the student's school, I will provide documentation of the receipt of SNAP benefits during 2018 and/or 2019.
- No, no one listed in Section B of this worksheet received SNAP benefits in 2018 or 2019.

**2. Student's parents paid child support** in 2018.

- Yes, one (or both) of the student's parents listed in Section B of this worksheet paid child support in 2018. The parent has indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2018 for each child. If asked by the school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes the student's name and Social Security Number at the top.*
- No, no one listed in Section B of this worksheet paid child support in 2018.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2018
<i>Marty Jones</i>	<i>Chris Smith (example)</i>	<i>Terry Jones</i>	<i>\$6,000.00</i>

**3. Payments to tax-deferred pension and retirement savings**

List any payments (direct or withheld from earnings) to tax-deferred pension and retirement savings plans (e.g., 401(k) or 403(b) plans), including, but not limited to, amounts reported on W-2 forms in Boxes 12a through 12d with codes D, E, F, G, H, and S.

- Yes, one of the persons listed in Section B of this worksheet received tax-deferred pension.
- No, no one listed in Section B of this worksheet received tax-deferred pension.

Name of Person Who Made the Payment	Total Amount Paid in 2018

**4. Child support received in 2018**

List the actual amount of any child support received in 2018 for the children in your household. **Do not include** foster care payments, adoption payments, or any amount that was court-ordered but not actually paid.

- Yes, one of the persons listed in Section B of this worksheet received child support received.
- No, no one listed in Section B of this worksheet received child support received.

Name of Adult Who Received the Support	Name of Child For Whom Support Was Received	Amount of Child Support Received in 2018

**5. Housing, food, and other living allowances paid to members of the military, clergy, and others**

Include cash payments and/or the cash value of benefits received.  
**Do not include** the value of on-base military housing or the value of a basic military allowance for housing.

- Yes, one of the persons listed in Section B of this worksheet received housing, food and other living allowances.
- No, no one listed in Section B of this worksheet received housing, food and other living allowances.

Name of Recipient	Type of Benefit Received	Amount of Benefit Received in 2018

**6. Veterans non-education benefits**

List the total amount of veterans non-education benefits received in 2018. Include Disability, Death Pension, Dependency and Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances.  
**Do not include** federal veteran's educational benefits such as: Montgomery GI Bill, Dependents Education Assistance Program, VEAP Benefits, Post-9/11 GI Bill

- Yes, one of the persons listed in Section B of this worksheet received veteran's non-education benefits.
- No, no one listed in Section B of this worksheet received veteran's non-education benefits.

Name of Recipient	Type of Veterans Non-education Benefit	Amount of Benefit Received in 2018

**7. Other untaxed income**

List the amount of other untaxed income not reported and not included elsewhere on this form. Include untaxed income such as workers' compensation, disability, Black Lung Benefits, untaxed portions of health savings accounts from IRS Form 1040 Line 25, Railroad Retirement Benefits, etc.  
**Do not include** any items reported or excluded in A – D above. In addition, do not include student aid, extended foster care benefits, Earned Income Credit, Additional Child Tax Credit, Temporary Assistance to Needy Families (TANF), untaxed Social Security benefits, Supplemental Security Income (SSI), Workforce Investment Act (WIA) educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion, or credit for federal tax on special fuels.

- Yes, one of the persons listed in Section B of this worksheet received other untaxed income.
- No, no one listed in Section B of this worksheet received other untaxed income.

Name of Recipient	Type of Other Untaxed Income	Amount of Other Untaxed Income Received in 2018

Student's Name: \_\_\_\_\_

ID# \_\_\_\_\_

**8. Money received or paid on the student's behalf**

List any money received or paid on the student's behalf (e.g., payment of student's bills) and not reported elsewhere on this form. Enter the total amount of cash support the student received in 2018. Include support from a parent whose information was not reported on the student's 2020–2021 FAFSA, but do not include support from a parent whose information was reported. For example, if someone is paying rent, utility bills, etc., for the student or gives cash, gift cards, etc., include the amount of that person's contributions **unless the person is the student's parent whose information is reported on the student's 2020–2021 FAFSA**. Amounts paid on the student's behalf also include any distributions to the student from a 529 plan owned by someone other than the student or the student's parents, such as grandparents, aunts, and uncles of the student.

Yes, one of the persons listed in Section B of this worksheet received money received or paid on student's behalf.

No, no one listed in Section B of this worksheet received money received or paid on student's behalf.

Purpose: e.g., Cash, Rent, Books	Amount Received in 2018	Source

**Additional information:**

So that we can fully understand the student's family's financial situation, please provide below information about any other resources, benefits, and other amounts received by the student and any members of the student's household. This may include items that were not required to be reported on the FAFSA or other forms submitted to the financial aid office, and include such things as federal veteran's education benefits, military housing, SNAP, TANF, etc.

Name of Recipient	Type of Financial Support	Amount of Financial Support Received in 2018

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date.

**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