

C. Dependent Student's Income Information to Be Verified

1. TAX RETURN FILERS—**Important Note:** If the student filed, or will file, an amended 2021 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 2021 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.studentaid.gov. If the student has not already used the tool, the student should go to www.studentaid.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**

Check the box that applies:

The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2021 IRS income tax return information into the student's FAFSA.

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 **2021 IRS tax return transcript. To obtain an IRS tax return transcript you have several options.**

- Get Transcript by Mail – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "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, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "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. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.

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 2021 income tax return with the IRS.

Check the box that applies:

The student was not employed and had no income earned from work in 2021. ***If checked, you are verifying that you will send a copy of the nonfiler letter from the IRS OR you can sign below indicating you are a nonfiler and attempted to obtain verification of non-filing status.***

_____ Signature _____ Date

The student was employed in 2021 and has listed below the names of all the student's employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is attached. Attach copies of all 2021 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	2021 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

If you did not file 2021 taxes, you are verifying that you will send a copy of the nonfiler letter from the IRS Or you can sign above indicating you are a nonfiler and attempted to obtain verification of non-filing status.

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 2021 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 2021 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.studentaid.gov. If the student's parent(s) has not already used the tool, the parent and the student should go to www.studentaid.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.**

Check the box that applies:

- The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2021 IRS income information into the student's FAFSA.
- 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 **2021 IRS tax return transcript(s). To obtain an IRS tax return transcript you have several options.**
 - Get Transcript by Mail – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "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, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "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. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- 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 2021 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 2021.
If checked, I, the student's parent, am verifying that you will send a copy of their verification of nonfiler letter from the IRS OR you can sign below indicating you are a nonfiler and attempted to obtain verification of non-filing status.

_____ Parent Signature _____ Date

- The parent(s) was employed in 2021 and has listed below the names of all the parent's employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is attached. Attach copies of all 2021 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	2021 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

If I, the student's parent, am verifying that I did not file a tax return and will send a copy of the nonfiler letter from the IRS Or you can sign above indicating you are a nonfiler and attempted to obtain verification of non-filing status.

Student	Calendar Year 2021	Parent(s)
Additional Financial Information: <i>If no funds were received enter Zero.</i>		
\$	Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2021 or 2022 calendar years.	\$
\$	Student's parents paid child support Child support you paid because of divorce or separation or because of a legal requirement. Do not include child support paid for children in your (or your parents') household. <u>IF yes, complete chart below.</u>	\$
\$	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	\$
\$	Child support received List the actual amount of any child support received in 2021 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.	\$
\$	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.	\$
\$	Veterans non-education benefits List the total amount of veterans non-education benefits received in 2021. 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	\$
\$	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.	\$

\$	<p>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 2021. Include support from a parent whose information <u>was not</u> reported on the student's 2023–2024 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 2023–2024 FAFSA. Amounts paid on the student's behalf also include any distributions to the student from a 529 plan <u>owned by someone other than the student or the student's parents</u>, such as grandparents, aunts, and uncles of the student.</p>	\$
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Student's parents paid child support in 2021.

- Yes, one (or both) of the student's parents listed in Section B of this worksheet paid child support in 2021. 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 2021 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 2021.

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 2021
<i>Marty Jones</i>	<i>Chris Smith (example)</i>	<i>Terry Jones</i>	<i>\$6,000.00</i>

Comments:

E. 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

E-mail, fax or mail to: financialaid@centralpenn.edu Fax: 717-728-2350
Central Penn College Financial Aid Office 600 Valley Road PO Box 309 Summerdale PA 17093
1-800-759-2727