



Student Name \_\_\_\_\_

**C. Independent Student’s Income Information To Be Verified** - The instructions below apply to the student and spouse, if the student is married. Complete either Items 1 or 2 below. **Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2015 or had a change in marital status after December 31, 2015.

**1. STUDENT TAX RETURN FILERS** - Complete this section if you filed or will file a 2015 IRS income tax return. *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 [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2015 income information that was transferred into your FAFSA using the IRS DRT if that information was not changed.

**Check the box that applies:**

- I have used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into my FAFSA.
- I have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2015 IRS income tax return information into my FAFSA once my 2015 IRS income tax return has been filed.
- I am unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2015 IRS Tax Return Transcript(s)**.

A **2015 IRS Tax Return Transcript** may be obtained through the:

- Online Request - Go to [www.IRS.gov](http://www.IRS.gov), under the Tools heading on the IRS homepage, click "Get A Tax Transcript." Then click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." Use the Social Security Number (or the IRS individual taxpayer identification number) and the date of birth of the first person listed on the 2015 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2015 IRS income tax return).
- Telephone Request - 1-800-908-9946
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T
- By Foot - Visit your local IRS Office in person.

In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6–8 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

- \_\_\_\_\_ Check here if a **2015 IRS Tax Return Transcript(s)** is provided.
- \_\_\_\_\_ Check here if a **2015 IRS Tax Return Transcript(s)** will be provided later.

**2. STUDENT NON TAX FILERS** - Complete this section if you will not file and are not required to file a 2015 income tax return with the IRS. Note: We may require you to provide documentation from the IRS that indicates a 2015 IRS income tax return was not filed with the IRS.

**Check the box that applies:**

- I and/or my spouse were not employed and had no income earned from work in 2015.
- I and/or my spouse were employed in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. Attach copies of all 2015 IRS W-2 forms issued to you and/or your spouse by your employers. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, provide a separate page with your name at the top.

Employer’s Name	2015 Amount Earned	IRS W-2 Provided?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

Student Name \_\_\_\_\_

**D. Certification and Signatures**

Each person signing below certifies that all of the information reported and any documents attached to this form are complete and correct. You are signing that you understand this verification must be completed no later than 14 days prior to the end of the first semester of enrollment and that no financial assistance will be disbursed until verification is complete.

\_\_\_\_\_  
Student's Signature (Required)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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