









**2. TAX RETURN NONFILERS—Complete this section if the student will not file and was not required to file a 2017 income tax return with the IRS.**

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2017.
- The student was employed in 2017 and has listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 forms is provided [Provide copies of all 2017 IRS W-2 forms and/or 1099 forms issued to the student by their 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 the student’s name and ID number at the top.

Employer’s Name	Annual Amount Earned In 2017	IRS W-2 or Equivalent Document Provided?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>YES</i>
<i>Total Amount for Income Earned from Work: \$</i>		

**G. Parent’s Tax and Income Information:**

**1. TAX RETURN FILERS—Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parent(s) filed separate IRS income tax returns for 2017 or had a change in marital status after December 31, 2017. The student’s financial aid office must also be contacted before completing this section; if the student’s parent(s), filed an amended 2017 IRS tax return.**

**Instructions:** Complete this section if the student’s parent(s) filed or will file a 2017 income tax return(s). *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). 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, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2017 IRS income tax information into the student’s FAFSA. In most cases, no further documentation is needed to verify 2017 income information that was transferred in to the student’s FAFSA using the IRS DRT, if that information was not changed by the FAFSA filer. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid office.*

**Check the box that applies:**

- The student’s parent(s) have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2017 IRS income information into the student’s FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. **The student’s school will use the IRS information transferred into the student’s FAFSA to complete the verification process.**
- The student’s parent(s) have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2017 IRS income information into the student’s FAFSA. *See instructions above for information on how to use the IRS Data Retrieval Tool. **The student’s financial aid administrator cannot complete verification until the parent has transferred IRS information into the student’s FAFSA.***
- The student’s parent(s) are unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide a **2017 IRS Tax Return Transcript(s)**—not a photocopy of the income tax return.

- A 2017 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by MAIL**– Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax 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](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax 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.
- **Paper Request Form**–IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Check here if the parent(s) 2017 IRS tax return transcript is attached to this worksheet.

Check here if the parent(s) 2017 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—The instructions and certifications below apply to each parent included in the household. Complete this section if the parent(s) will not file and was not required to file a 2017 income tax return with the IRS.**

**Check the box that applies:**

Neither parent(s) was employed and neither had income earned from work in 2017.

One or both parent(s) were employed in 2017 and have listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form or an equivalent document was provided [Provide copies of all 2017 IRS W-2 forms and/or 1099 forms issued to the parent/s by their 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 the student's name and ID number at the top.

Employer's Name	Annual Amount Earned In 2017	IRS W-2 or Equivalent Document Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>YES</i>
<i>Total Amount for Income Earned from Work: \$</i>		

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2017 IRS income tax return was not filed with the IRS or other relevant tax authority.

Check here if confirmation of non-filing is provided.

Check her if confirmation of nonfiling will be provided later.

*Verification cannot be completed until confirmation of nonfiling has been submitted to the students school.*

## H. 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.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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