

Income Information to Be Verified

The best way to verify income is by using the IRS Data Retrieval Tool (DRT) when completing or updating the FAFSA. If you did not use the tool, you must provide an IRS 2019 Tax Return Transcript **or** signed copy of your 2019 IRS Federal Income Tax Return (Form 1040, Schedules 1-3). A 2019 IRS Tax Return Transcript may be obtained through:

- Get Transcript by MAIL – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Get Transcript ONLINE – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

With the exception of "Get Transcript ONLINE," transcripts are generally received within 10 business days of the request.

Student's Income

Note: If you and your spouse filed separate 2019 IRS income tax returns, documentation must be provided for both.

- I used the IRS Data Retrieval Tool when completing/updating the 2021-2022 FAFSA.
- My (and my spouse's) signed 2019 IRS Federal Income Tax Return(s) (Form 1040, Schedules 1-3) **or** 2019 IRS Tax Return Transcript(s) is attached.
- I (or my spouse) was not employed, and had no income earned from work in 2019. Provide documentation from the IRS that indicates a 2019 IRS income tax return was not filed, or a signed statement certifying that the student attempted to obtain confirmation of nonfiling from the IRS and was unable to obtain the documentation. A Verification of Nonfiling Letter from the IRS for 2019 can be requested by submitting to the IRS Form 4506-T and checking box 7.
- I (or my spouse) will not file and am not required to file a 2019 IRS Federal tax return and have listed below the names of all employers, the amount earned from each employer in 2019 and whether an IRS W-2 form is provided. A copy of all 2019 W-2s received must be submitted. List every employer even if they did not issue an IRS W-2 form. Provide documentation from the IRS that indicates a 2019 IRS income tax return was not filed, or a signed statement certifying that the student and/or spouse attempted to obtain confirmation of nonfiling from the IRS and was unable to obtain the documentation. A Verification of Nonfiling Letter from the IRS for 2019 can be requested by submitting to the IRS Form 4506-T and checking box 7.

Name of Employer	2019 Amount Earned	W-2 attached (yes or no)
<i>Complete this section only if you did NOT file taxes for 2019</i>		

Certification and Signatures

By signing this worksheet, I/we certify that all the information reported on this worksheet to qualify for Federal student aid is complete and correct. The student must sign and date.

Student's Signature

Date

Spouse's Signature (optional)

Date

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