



Student Name: \_\_\_\_\_ SSN: \_\_\_\_\_

### C. Student Income Information to Be Verified

1. **TAX RETURN FILERS—Important Note:** If you (or your spouse, if married) filed, or will file, an amended 2015 IRS tax return, you must contact the Financial Aid Office before completing this section.

**Instructions:** Complete this section if you, the student, filed a 2015 income tax return with the IRS.

**Check one box that applies:**

- I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's) 2015 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA, and did not change the information. *Your school will use the IRS information that was transferred in the verification process.*

IRS Data Retrieval Tool was used on \_\_\_\_\_  
Date

- I, the student, am **unable or choose not to** use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school a signed paper copy of the student's **2015 IRS tax return** or a **2015 IRS tax return transcript(s)**. *To obtain an IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and select "Get Transcript of Your Tax Records," or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you are married and you and your spouse filed separate 2015 tax returns, you must submit tax return transcripts for both you and your spouse.*

2. **TAX RETURN NONFILERS**—Complete this section if you, the student (and, if married, your spouse), will not file and **are not required** to file a 2015 income tax return with the IRS.

**Check one box that applies:**

- The student (and, if married, the student's spouse) was not employed and had no income earned from work in 2015.
- The student (and, if married, the student's spouse) was employed in 2015 and has listed below the names of all the student's employers, the amount earned from each employer in 2015, and whether an IRS W-2 form or Wage and Tax Statement is attached. Attach copies of all 2015 IRS W-2 forms or Wage and Tax Statements issued to the student by employer(s). Wage and Tax Statements are required for everyone who earned income outside the U.S. *List every employer even if they did not issue an IRS W-2 form or Wage and Tax Statement. If more space is needed attach a separate page with the student's name and Social Security number at the top.*

Employer Name	2015 Amount Earned	Form Attached?
Suzy's Auto Body Shop (example)	\$2,000.00	Yes

Student Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**D. 2015 Expenses—If you (and your spouse’s) 2015 income was less than \$6,000, and you have at least two people in your household, you must complete this section. If your expenses were shared or paid by someone else, calculate the amounts with his or her help. Zero (0) is not an acceptable answer.**

Did you and your spouse live with friends or other family members who provided room and board?  Yes  No

What was the total of your 2015 **monthly** expenses for rent/mortgage, food, and utilities? \$ \_\_\_\_\_ per month.

What was the total of your 2015 **monthly** expenses for transportation (include car payment), medical, insurance, personal, and entertainment? \$ \_\_\_\_\_ per month.

Please check if you (or your spouse) receives  subsidized housing  TANF  social security benefits

**E. Certification and Signature**

*The student must sign this worksheet. If married, the spouse’s signature is optional.*

I certify that all of the information reported on this worksheet is complete and correct.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature

\_\_\_\_\_  
Date

**F. Complete and return** this form with appropriate documentation within three weeks of receipt of this notice so that we can continue to process your file. Failure to do so will delay processing of your financial aid application.

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

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