

[illegible]

## Section C: Student Income Information

Check the box that applies:

- ☐ I **did not work** in 2021 and **did not file** a 2021 Federal Income Tax Return. (Proof of Non-Filing is **NOT** required for dependent students.)
- ☐ I **did work** in 2021 and **was not required** to file a 2021 Federal Income Tax Return. (Proof of Non-Filing is **NOT** required for dependent students.)
- Required Documentation:**
- Copies of all 2021 Federal W-2 income statements
  - List employer name and amount earned in 2021 in chart below

Name of Employer	2021 Amount Earned

- ☐ I **have filed** a 2021 Federal Income Tax Return.
- Required Documentation:**
- IRS Data Retrieval or Tax Transcript (Instructions included on last page)
  - If you rolled any portion of a distribution from pensions, annuities, profit sharing, IRA's and/or retirement plans, you must submit a signed copy of the 1099-R form.

## Section D: Parent Income Information

Check the box that applies:

- ☐ My parent(s) **did not work** in 2021 **and did not file** a 2021 Federal Income Tax Return.  
**Required Documentation:** Proof of Non-Filing (Instructions included on last page)
- ☐ My parent(s) **did work** in 2021 and **was not required** to file a 2021 Federal Income Tax Return.  
**Required Documentation:**
- Proof of Non-Filing (Instructions included on last page)
  - Copies of all 2021 Federal W-2 income statements
  - List employer name and amount earned in 2021 in chart below

Name of Employer	2021 Amount Earned

- ☐ My parent(s) **have filed** a 2021 Federal Income Tax Returns.  
**Required Documentation:**
- IRS Data Retrieval or Tax Transcript (Instructions included on last page)
  - If you rolled any portion of a distribution from pensions, annuities, profit sharing, IRA's and/or retirement plans, you must submit a signed copy of the 1099-R form.

### Certification and Signatures

By signing this worksheet, each person certifies that all the information reported is complete and correct and that all required documentation has been attached. At least one parent whose information was reported on the FAFSA must sign and date. **A physical signature is required.**

Student Signature

Date

Parent's Signature

Date

## **TAX DOCUMENTATION INSTRUCTIONS**

If you filed a 2021 Federal Income Tax Return, follow the instructions in section “**A**” below, except if:

- **You filed an amended tax return.** Follow the instructions in section “**B**” and submit a *signed* copy of the IRS form **1040X** “Amended U.S. individual income Tax Return” filed with the IRS
- **You filed using a status of Married, Filing Separately.** Follow the instructions in section “**B**” for **both** you and your spouse.
- **You were/are a victim of Identity Theft** and unable to obtain an IRS Tax Return Transcript. Follow the instructions in section “**C**”.

### **A. IRS DATA RETRIEVAL TOOL**

1. Log into your FAFSA at [www.FAFSA.gov](http://www.FAFSA.gov), select “Make FAFSA Corrections,” go to student/parent financial sections.
2. Under the “Income” sections click “Link to IRS” and you will be transferred to the IRS website.
3. On the IRS website, enter all required information to authenticate your identity.
4. After verification, your IRS tax information will be displayed. Select “**Transfer My Tax Information into the FAFSA**”.
5. Tax information transferred from the IRS will be marked with “Transferred from the IRS” on your FAFSA

### **B. IRS TAX RETURN TRANSCRIPT AND PROOF OF NON-FILING**

#### **Online/Mail Request**

1. Go to [www.irs.gov/transcript](http://www.irs.gov/transcript)
2. Follow the instructions and enter the required data for tax year 2021 to request either a :
  - a. “Tax Return Transcript”
  - b. “Verification of Non-Filing Letter”

#### **Paper Request**

1. Download and Print the IRS Form 1506-T  
<https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
2. Complete form and
  - a. Enter ending date **12/31/21** on line 9
3. Fax or Mail per instructions on final page
4. Once **you receive** the documentation **from the IRS**, please **add the student’s name and SS#** and submit to the Financial Aid office.

### **C. IDENTITY THEFT VICTIM**

1. Tax filers must obtain a Tax Return Data Base View (TRDBV) transcript by calling the IRS’s Identity Protection Specialized Unit (IPSU) at 1.800.908.4490.
2. Submit to the financial aid office a statement signed and dated indicating that you were a victim of IRS tax related identity theft and that the IRS has been made aware of the tax-related identity theft.