

## Verification of 2014 Income Information for Student/Spouse

*Complete only the side of this form that reflects the student's/spouse's tax filing status*

### Verification of 2014 Income Information for Student Tax Filers

**Instructions:** Complete this section if the student and/or spouse filed or will file a 2014 IRS 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).

In most cases, for electronic tax return filers, 2014 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2014 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2014 paper IRS income tax returns, the 2014 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2014 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.

**Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the Office of Student Financial Services if the student or spouse filed separate IRS income tax returns for 2014 or had a change in marital status after the end of the 2014 tax year on December 31, 2014.

#### Check the box that applies:

- The student (and spouse if applicable) has used the IRS DRT in *FAFSA on the Web* to transfer 2014 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2014 IRS income tax return information into the student's FAFSA once the 2014 IRS income tax return has been filed.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2014 IRS Tax Return Transcript(s)**.

. A **2014 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 Transcript of Your Tax Records." Click "Get Transcript ONLINE" or "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Telephone Request - 1-800-908-9946
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

If the student and spouse filed separate 2014 IRS income tax returns, **2014 IRS Tax Return Transcripts** must be provided for both.

\_\_\_\_\_ Check here if a **2014 IRS Tax Return Transcript(s)** is provided.

\_\_\_\_\_ Check here if a **2014 IRS Tax Return Transcript(s)** will be provided later.

**Certification and Signatures** Each person signing this worksheet certifies that all of the information on it is complete and correct. Electronic corrections to your FAFSA may be made by our office if there are discrepancies between the information on this form and the data you filed on your FAFSA. The student must sign and date this form. In addition, if parental data was required on the FAFSA, one parent must also sign and date.

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

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

## 2015-2016 Student/Spouse Nontax Filer Certification

Complete this section if the student (and/or spouse if applicable) will not file and is not required to file a 2014 income tax return with the IRS. The instructions and certifications below apply to the student and the student's spouse (if applicable).

### Student Nontax Filers

Check the box that applies:

- The student was not employed and had no income earned from work in 2014.
- The student was employed in 2014 and has listed below the names of all employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is provided. **[Provide copies of all 2014 IRS W-2 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.

Wage earner's Name	Employer's Name	2014 Amount Earned	IRS W-2 Provided?
<i>John Smith</i>	<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

### Spouse Nontax Filers (If student is married)

Complete this section if the **student's spouse** will not file and is not required to file a 2014 income tax return with the IRS.

Check the box that applies:

- The student's spouse was not employed and had no income earned from work in 2014.
- The student's spouse was employed in 2014 and has listed below the names of all employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is provided. **[Provide copies of all 2014 IRS W-2 forms issued to the spouse 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.

Wage earner's Name	Employer's Name	2013 Amount Earned	IRS W-2 Provided?
<i>John Smith</i>	<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

**Note: We may require you to provide documentation from the IRS that indicates a 2014 IRS income tax return was not, and was not required to be, filed with the IRS.**

**Certification and Signatures** Each person signing this worksheet certifies that all of the information on it is complete and correct. Electronic corrections to your FAFSA may be made by our office if there are discrepancies between the information on this form and the data you filed on your FAFSA. The student must sign and date this form. In addition, if parental data was required on the FAFSA, one parent must also sign and date.

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

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