



**2019-2020**

## Verification of 2017 IRS Income Tax Return Information for Student Tax Filers

Serving Richmond and Scotland Counties

Student Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street or P.O. Box City State Zip Code

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2017 or had a change in marital status after the end of the 2017 tax year on December 31, 2017.

**Instructions:** Complete this section if the student and spouse filed or will file a 2017 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DATA RETRIEVAL TOOL) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2017 IRS income tax return information that was transferred into the student's FAFSA using the IRS DATA RETRIEVAL TOOL if that information was not changed.

In most cases, for electronic tax return filers, 2017 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2017 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2017 paper IRS income tax returns, the 2017 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 8–11 weeks after the 2017 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 or obtaining an IRS Tax Return Transcript. If the student and spouse filed separate 2017 IRS income tax returns, **2017 IRS Tax Return Transcripts** must be provided for each.

**Check the box that applies:**

- The student has used the IRS DATA RETRIEVAL TOOL in *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DATA RETRIEVAL TOOL in *FAFSA on the Web*, but will use the tool to transfer 2017 IRS income tax return information into the student's FAFSA once the 2017 IRS income tax return has been filed.
- The student is unable or chooses not to use the IRS DATA RETRIEVAL TOOL in *FAFSA on the Web*, and instead will provide the school a **2017 IRS Tax Return Transcript(s)**.

A **2017 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."
- IRS2Go App – Apple Online Store at <https://itunes.apple.com/us/app/irs2go/id414113282?mt=8>  
Google Play at <https://play.google.com/store/apps/details?id=gov.irs>
- 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 2017 IRS income tax returns, **2017 IRS Tax Return Transcripts** must be provided for both.

- 2017 IRS Tax Return Transcript(s)** is provided.

### Verification of 2017 IRS Income Tax Return Information for Individuals with Unusual Circumstances

#### Verification of 2017 IRS Income Tax Return Information for Individuals Granted a Filing Extension by the IRS

If an individual is required to file a 2017 IRS income tax return and has been granted a filing extension by the IRS, provide the following documents:

- A copy of the IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2017; and
  - A copy of IRS Form W-2 for each source of employment income received for tax year 2017 and, if self-employed, a signed statement certifying the amount of the individual's AGI and the U.S. income tax paid for tax year 2017.
  - The US Department of Education requires those granted filing extension by the IRS provide "**Verification of Nonfiling**" letter(s)" for 2017. Letter must be obtained from the IRS by visiting [irs.gov](http://irs.gov). Letter must be dated October 1, 2017 or later.
- "**Verification of Nonfiling**" letter(s) is provided.

### Verification of 2017 IRS Income Tax Return Information for Individuals Who Filed an Amended IRS Income Tax Return

If an individual filed an amended IRS income tax return for tax year 2017, provide both of the following:

- A signed copy of the original 2017 IRS income tax return that was filed with the IRS or a **2017 IRS Tax Return Transcript** (signature not required) for the 2017 tax year; and
- A signed copy of the 2017 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

### Verification of 2017 IRS Income Tax Return Information for Individuals Who Were Victims of IRS Identity Theft

A victim of IRS identity theft who has been unable to obtain a **2017 IRS Tax Return Transcript** or use the IRS DATA RETRIEVAL TOOL must provide a signed copy of the 2017 paper IRS income tax return that was filed with the IRS and a signed copy of IRS Form 14039 "Identity Theft Affidavit" if one was submitted to the IRS. If the individual did not keep a copy of Form 14039 or the IRS did not require him or her to submit one, he or she may provide one of the following:

- A statement signed and dated by the individual indicating that he or she was a victim of IRS identity theft and that the IRS is investigating the matter. The statement must also indicate that the individual submitted a Form 14039 to the IRS, but did not keep a copy of it or that he or she was not required to file the form; or
- A copy of a police report if it was filed related to the IRS identify theft.

### Verification of 2017 Income Tax Return Information for Individuals Who Filed Non-IRS Income Tax Returns

The US Department of Education requires that non-filers provide "**Verification of Nonfiling**" letter(s) for 2017. Letter must be obtained from the IRS by visiting IRS.gov or completing Form 4506-T and check box 7 if never filed taxes before. Letter must be dated October 1, 2017 or later. Non-Filing letter is also required documentation for those granted filing extension by the IRS.

If an individual filed or will file a 2017 income tax return with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, provide a signed copy of that 2017 income tax return(s).

### Certification and Signature

If you are the student, by signing this application you certify that you

- (1) will use federal and /or state student financial aid only to pay the cost of attending an institution of higher education,
- (2) are not in default on a federal student loan or have made satisfactory arrangements to repay it,
- (3) do not owe money back on a federal student grant or have made satisfactory arrangements to repay it,
- (4) will notify your college if you default on a federal student loan and
- (5) will not receive a Federal Pell Grant for more than one college for the same period of time.

If you are the parent or the student, by signing this application you agree, if asked:

- (1) to provide information that will verify the accuracy of your completed form
- (2) to provide U.S. or state income tax forms that you filed or are required to file.

You also certify that you understand that **the Secretary of Education has the authority to verify information reported on this application with the Internal Revenue Service and other federal agencies.**

If you electronically sign any document related to the federal student aid programs using an FSA ID (username and password) and/or any other credential, you certify that you are the person identified by the username and password, and/or any other credential and have not disclosed that username and password, and/or any other credential to anyone else. If you purposely give false or misleading information, you may be fined \$20,000, sent to prison, or both.

**Everyone whose information is given on this form should sign below. The student (and at least one parent, if parent information is given) MUST sign below.**

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's ID Number

\_\_\_\_\_  
Student's Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature if Married (Optional)

\_\_\_\_\_  
Date

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