

Student Name: _____

Student ID Number: _____

D. Parent’s Income Information to Be Verified

1. TAX RETURN FILERS

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2020 or had a change in marital status after the end of the 2020 tax year on December 31, 2020.

Instructions: Complete this section if the parents filed or will file a 2020 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. In most cases, no further documentation is needed to verify 2020 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic tax return filers, 2020 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2020 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2020 paper IRS income tax returns, the 2020 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2020 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.

Check the box that applies:

- The parents have used the IRS DRT in FAFSA on the Web to transfer 2020 IRS income tax return information into the student’s FAFSA.
- The parents have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2020 IRS income tax return information into the student’s FAFSA once the 2020 IRS income tax return has been filed.
- The parents are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a 2020 IRS Tax Return.

To obtain a 2020 IRS Tax Return Transcript, go to www.IRS.gov and click on the “Get Transcripts for Your Tax Records” link. Make sure to request the “IRS Tax Return Transcript” and not the “IRS Tax Account Transcript.” Use the Social Security Number (or the IRS individual taxpayer number) and the date of birth of the first person listed on the 2020 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2020 IRS income tax return). In most cases, for electronic filers, a 2020 IRS Tax Return Transcript may be requested from the IRS within 2–3 weeks after the 2020 IRS income tax return has been accepted by the IRS. Generally, for filers of 2020 paper IRS income tax returns, the 2020 IRS Tax Return Transcript may be requested within 8–11 weeks after the 2020 paper IRS income tax return has been received by the IRS.

If the parents filed separate 2020 IRS income tax returns, 2020 IRS Tax Returns must be provided for both.

- Check here if a 2020 IRS Tax Return Transcript(s) is provided.
- Check here if a 2020 IRS Tax Return Transcript(s) will be provided later.

2. TAX RETURN NONFILERS

Complete this section if the student’s parent(s) will not file and is not required to file a 2020 income tax return with the IRS. **Check the box that applies:**

- The student’s parent(s) was not employed and had no income earned from work in 2020.
- The student’s parent(s) was employed in 2020 and has listed below the names of all the parent’s employers, the amount earned from each employer in 2020, and whether an IRS W-2 form is attached. Attach copies of all 2020 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.*

Employer’s Name	2020 Amount Earned	For Whom?	IRS W-2 Attached?
<i>Pro Auto</i>	<i>\$980</i>	<i>Father</i>	<i>Yes</i>

Student Name:

Student ID Number:

E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

The student and one parent must sign and date.

Student's Signature

Date

Parent's Signature

Date

**Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school.
You should make a copy of this worksheet for your records.**