



## **SECTION C: STUDENT TAX RETURN FILERS**

**Instructions: Complete this section if the student filed or will file a 2021 IRS Income tax return.** The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is a part of FAFSA on the Web at studentaid.gov. In most cases, no further documentation is needed to verify 2021 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

**Check the box that applies:**

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2021 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 2021 IRS income tax return information into the student's FAFSA.
- 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 with a 2021 IRS Tax Return Transcript or a signed copy of the 2021 income tax return and applicable schedules. A 2021 IRS Tax Return Transcript may be obtained through:
- **Get Transcript by MAIL** – Go to [www.irs.gov](http://www.irs.gov), click “Get Your Tax Record.” Click “Get Transcript by Mail.” Make sure to request the “Return Transcript” and NOT the “Account Transcript.” The transcript is generally received within 10 business days from the IRS's receipt of the online request.
  - **Get Transcript ONLINE** - Go to [www.irs.gov](http://www.irs.gov), click “Get Your Tax Record.” Click “Get Transcript Online.” Make sure to request the “Return Transcript” and NOT the “Account Transcript.” To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
  - **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
  - **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

**Check the box that applies:**

- A 2021 IRS Tax Return Transcript or signed copy of the 2021 income tax return and applicable schedules is provided.
- A 2021 IRS Tax Return Transcript or a signed copy of the 2021 income tax return and applicable schedules will be provided later.

## **SECTION D: STUDENT NON-TAX FILERS**

**Complete this section if the student will not file and is not required to file a 2021 income tax return with the IRS.**

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2021.
- The student was employed in 2021 and has listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is provided. Provide copies of all 2021 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, attach a separate page with the student's name and Student ID at the top.

Employer's Name	Was an IRS W-2 provided by this employer? If yes, you must attach a copy of the W-2.	Annual Amount Earned in 2021
ABC's Auto Body Shop (example)	Yes	\$4,500.00
<b>Total Amount of Income Earned from Work in 2021</b>		<b>\$</b>

**SECTION E: PARENT TAX RETURN FILERS**

**Instructions: Complete this section if the parents filed or will file a 2021 IRS Income tax return(s).** The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web at studentaid.gov. **This section applies to each parent included in the household.** Notify the financial aid office if the parents filed separate IRS income tax returns for 2021 or had a change in marital status after December 31, 2021. If the parents filed separate 2021 IRS income tax returns, the IRS Data Retrieval Tool cannot be used and the 2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules must be provided for each. **Check the box that applies:**

- The parents have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2021 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to transfer 2021 IRS income tax return information into the student's FAFSA.
- The parents are unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide the school a 2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules. A 2021 IRS Tax Return Transcript may be obtained through:
- **Get Transcript by MAIL** – Go to [www.irs.gov](http://www.irs.gov), click “Get Your Tax Record.” Click “Get Transcript by Mail.” Make sure to request the “Return Transcript” and NOT the “Account Transcript.” The transcript is generally received within 10 business days from the IRS's receipt of the online request.
  - **Get Transcript ONLINE** - Go to [www.irs.gov](http://www.irs.gov), click “Get Your Tax Record.” Click “Get Transcript Online.” Make sure to request the “Return Transcript” and NOT the “Account Transcript.” To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
  - **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
  - **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

**Check the box that applies:**

- A 2021 IRS Tax Return Transcript(s) or signed copy of the 2021 income tax return(s) and applicable schedules is provided.
- A 2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return(s) and applicable schedules will be provided later.

**SECTION F: PARENT NON-TAX FILERS**

**Complete this section if the parents will not file and are not required to file a 2021 income tax return with the IRS. Check the box that applies:**

- Neither parent was employed, and neither had income earned from work in 2021.
- One or both parents were employed in 2021 and have listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form is provided. Provide copies of all 2021 IRS W-2 forms issued to the parents by their employers. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Student ID at the top.

Employer's Name	Was an IRS W-2 provided by this employer? If yes, you must attach a copy of the W-2.	Annual Amount Earned in 2021
ABC's Auto Body Show (example)	Yes	\$4,500
<b>Total Amount of Income Earned from Work in 2021</b>		<b>\$</b>

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Student ID

**The parents must provide documentation from the IRS dated on or after October 1, 2022 that indicates a 2021 IRS income tax return was not filed with the IRS, or a signed statement certifying that the individual attempted to obtain confirmation of the non-filing from the IRS and was unable to obtain the required documentation.**

**Check the box that applies:**

Confirmation of non-filing or signed statement is provided.

Confirmation of non-filing or a signed statement will be provided later.

**If the parent was unable to obtain a Verification of Non-filing Letter (VNF) from the IRS, they must certify that they attempted to obtain the VNF from the IRS and were unable to acquire the required documentation.**

I, the parent, certify that I have not filed an income tax form for the 2021 tax year and was not required to file a tax form for that year. I also certify that I attempted to obtain the Verification of Non-filing Letter (VNF) from the IRS but was unable to acquire the required documentation. My W-2 form(s) is attached and the amount earned from each employer in 2021 is provided above.

### **SECTION G: Certification and Signatures**

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

#### **PLEASE RETURN ALL FORMS AND DOCUMENTATION TO: (Mail or Fax)**

Vernon College  
Financial Aid Office  
4400 College Drive  
Vernon, TX 76384

Phone: 940-552-6291  
Fax: 940-553-1753