



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

**Instructions: Complete this section if the student filed or will file a 2016 IRS Income tax return(s).** 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 FAFSA.gov. In most cases, no further documentation is needed to verify 2016 income information that was transferred into the students FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

**Check the box that applies:**

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2016 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 2016 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 a 2016 IRS Tax Return Transcript(s). A 2016 IRS Tax Return Transcript may be obtained through:

**Get Transcript by MAIL** – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click “Get a tax transcript.” Click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax 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), under the Tools heading, click “Get a tax transcript.” Click “Get Transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax 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 2016 IRS Tax Return Transcript(s) is provided.  A 2016 IRS Tax Return Transcript(s) 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 2016 income tax return with the IRS. Check the box that applies:**

- The student was not employed and had no income from work in 2016.
- The student was employed in 2016 and has listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. Provide copies of all 2016 IRS W-2 forms issued to the student by their employers. 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 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 2016
ABC's Auto Body Shop (example)	Yes	\$4,500.00
<b>Total Amount of Income Earned from Work in 2016</b>		<b>\$</b>

**SECTION E: PARENT TAX RETURN FILERS**

**Important Note: 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 2016 or had a change in marital status after December 31, 2016. **Complete this section if the parents filed or will file a 2016 IRS Income tax return(s). Check the box that applies:**

- The parents has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2016 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 2016 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 2016 IRS Tax Return Transcript(s). A 2016 IRS Tax Return Transcript may be obtained through:
- **Get Transcript by MAIL** – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click “Get a tax transcript.” Click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax 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), under the Tools heading, click “Get a tax transcript.” Click “Get a Transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax 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 2016 IRS Tax Return Transcript(s) is provided.  A 2016 IRS Tax Return Transcript(s) will be provided later.

**SECTION F: PARENT NONTAX FILERS**

**Complete this section if the parents will not file and are not required to file a 2016 income tax return with the IRS. Check the box that applies:**

- Neither parent was employed, and neither parent had income earned from work in 2016.
- One or both parents were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. Provide copies of all 2016 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 2016
ABC's Auto Body Show (example)	Yes	\$4,500
<b>Total Amount of Income Earned from Work in 2016</b>		<b>\$</b>

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

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

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

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

**You must provide documentation from the IRS dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS.**

**Check the box that applies:**

Confirmation of nonfiling is provided.

Confirmation of nonfiling will be provided later

**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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
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