
Last Name

First Name

M.I.

Student ID

SECTION C: STUDENT TAX RETURN FILERS

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 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 DRT) that is a part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2017 income information that was transferred into the students FAFSA using the IRS DRT.

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.
- 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:

- **Get Transcript by MAIL** – Go to 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, 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.

If the student and spouse filed separate 2017 IRS income tax returns, the IRS DRT cannot be used and the 2017 IRS Tax Return Transcript(s) must be provided for each.

Check the box that applies:

- A 2017 IRS Tax Return Transcript(s) is provided.
- A 2017 IRS Tax Return Transcript(s) will be provided later.

Last Name

First Name

M.I.

Student ID

SECTION D: STUDENT NONTAX FILERS

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2017 income tax return with the IRS.

Check the box that applies:

- The student and spouse were not employed and had no income from work in 2017.
- The student and/or spouse were employed in 2017 and have listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is provided. Provide copies of all 2017 IRS W-2 forms issued to the student and spouse 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 2017
ABC's Auto Body Shop (example)	Yes	\$4,500.00
Total Amount of Income Earned from Work in 2017		\$

You must provide documentation from the IRS dated on or after October 1, 2018 that indicates a 2017 IRS income tax return was not filed with the IRS.

Check the box that applies:

- Confirmation of non-filing is provided.
- Confirmation of non-filing will be provided later.

SECTION D: Certification and Signatures

The student signing below certifies that all of the information reported 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.

Student'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
<http://www.vernoncollege.edu/FinancialAid/>