



**C. Student's Income Information to Be Verified IMPORTANT: 2017 Tax Information required (NOT 2018)**

1. TAX RETURN FILERS— **Note:** If the student filed, or will file, an amended 2017 IRS tax return, the student must contact the financial aid administrator before completing this section.

**Instructions:** Complete this section if the student, filed a 2017 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web at FAFSA.gov. If the student has not already used the tool, go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2017 IRS income tax information into the student's FAFSA.*

**Check the box that applies:**

- The student has used the IRS DRT 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 DRT 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 DRT in FAFSA on the Web, and instead will submit to the school a 2017 IRS Tax Return Transcript or a "Signed" copy of the 2017 1040 income tax return that was submitted to the IRS.

**A 2017 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.

- \_\_\_ Check here if a **2017 IRS Tax Return Transcript(s)** is provided.
- \_\_\_ Check here if a **2017 1040 IRS Tax Return** is provided..

2. TAX RETURN NONFILERS—Complete this section if the student did not file and was not required to file a 2017 income tax return with the IRS.

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2017.
- The student was employed in 2017 and has listed below the names of all the student's employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is attached. Attach copies of all 2017 IRS W-2 forms issued to the student by 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 Social Security Number at the top.*

Employer's Name	2017 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

**D. Parent's Income Information to Be Verified— IMPORTANT: 2017 Tax Information required (NOT 2018)**

**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 2017 or had a change in marital status after December 31, 2017.

1. TAX RETURN FILERS— **Note:** If the student's parent(s), filed or will file, an amended 2017 IRS tax return the student's financial aid administrator must be contacted before completing this section.

**Instructions:** Complete this section if the student's parent(s) filed or will file a 2017 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student's parent(s) has not already used the tool, the parent and the student should go to [FAFSA.gov](http://FAFSA.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2017 IRS income tax information into the student's FAFSA.*

**Check the box that applies:**

- The student's parent has used the IRS DRT in FAFSA on the Web to transfer 2017 IRS income tax return information into the student's FAFSA.
- The student's parent has not yet used the IRS DRT, but will use the tool to transfer 2017 IRS income tax return information into the student's FAFSA.
- The parent is unable or chooses not to use the IRS DRT, and the parent will submit to the student's school a copy of the parent's 2017 IRS Tax Return Transcript(s) or a "Signed" copy of the 2017 1040 income tax return that was submitted to the IRS.

**A 2017 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.

\_\_\_\_ Check here if a **2017 IRS Tax Return Transcript(s)** is provided.  
 \_\_\_\_ Check here if a **2017 1040 Tax Return** is provided.

2. TAX RETURN NONFILERS—Complete this section if the student's parent(s) did not file and was not required to file a 2017 income tax return with the IRS.

**Check the box that applies:**

- Neither parent was employed nor had income earned from work in 2017.
- One or both parents were employed in 2017 and have listed below the names of all the parent's employers, the amount earned from each employer in 2017 and whether an IRS W-2 form is attached. Attach copies of all 2017 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	2017 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

**D. Parent's Income Information (Continued)**

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2017 IRS income tax return was not filed with the IRS.

\_\_\_ Check here if "Verification of Non-Filing Letter" is provided

\_\_\_ Check her if "Verification of Non-Filing Letter" will be provided later.

**F. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent 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

*Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to the financial aid office at your school.*

**Mars Hill University  
Office of Financial Aid  
P. O Box 6686  
Mars Hill, NC 28754**

*You should make a copy of this worksheet for your records.*