



A. Student's Information

Student's Alternate or Cell Phone Number

[illegible]

Student's Name: _____ SSN: _____

C. Student's Income Information to Be Verified IMPORTANT: 2018 Tax Information required (NOT 2019)

1. TAX RETURN FILERS—**Important Note:** If you (or your spouse, if married) filed, or will file, an amended 2018 IRS tax return, you must contact your financial aid administrator before completing this section.

Instructions: Complete this section if you, the student, filed a 2018 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 you have not already used the tool, go to FAFSA.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2018 IRS income tax information into your FAFSA.*

Check the box that applies:

- ☐ I, the student, have used the IRS DRT in FAFSA on the Web to transfer my (and, if married, my spouse's) 2018 IRS income information into my FAFSA.
- ☐ I, the student, have not yet used the IRS DRT, but I will use the tool to transfer my (and, if married, my spouse's) 2018 IRS income information into my FAFSA and has filed my 2018 IRS tax return.
- ☐ I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and instead will submit to the school a 2018 IRS Tax Return Transcript(s) or a "Signed" copy of the 2018 1040 income tax return that was submitted to the IRS.

A 2018 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.

_____ Check here if a **2018 IRS Tax Return Transcript(s)** is provided.

_____ Check here if a **2018 1040 IRS Tax Return** is provided.

2. TAX RETURN NONFILERS—Complete this section if you, the student (and, if married, your spouse), did not file and was not required to file a 2018 income tax return with the IRS.

Check the box that applies:

- ☐ The student (and, if married, the student's spouse) was not employed and had no income earned from work in 2018.
- ☐ The student (and/or the student's spouse if married) was employed in 2018 and has listed below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is attached. Attach copies of all 2018 W-2 forms issued to you (and, if married, to your spouse) by 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 your name and SSN at the top.*

Employer's Name	2018 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00	Yes

Student's Name: _____SSN: _____

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2019 that indicates a 2018 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.

E. Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse's signature is optional.

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

Spouse's Signature

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.