

Student Name: _____ Student ID Number: _____

Section B: Student and Parent Income for Work Information

Did you or your parent file taxes for 2017? If so, using the [IRS Data Retrieval Tool](#) is the best way to verify tax information. For more information on this tool and how to use it, see page 3.

Student Income from Work - Check the ONE box that applies:

- I filed a 2017 federal income tax return and used or will use the IRS Data Retrieval Tool within the FAFSA to transfer my 2017 IRS income information into my FAFSA.
- I have filed or I am required to file a 2017 federal income tax return and I am unable or choose not to use the IRS Data Retrieval Tool within the FAFSA. **I have attached my 2017 IRS tax return transcript.**
- I was employed in 2017 and I did not file and was not required to file a 2017 Federal Tax Return. **I have attached my 2017 W-2s from all employers and completed the box below.**

Employer's Name	2017 Amount Earned	W-2 Attached? Required if provided by employer

- I have not filed and I am not required to file a 2017 federal income tax return and I had no income earned from work in 2017.

Parent Income from Work - Check the ONE box that applies:

- My parent(s) have filed a 2017 federal income tax return and used or will use the IRS Data Retrieval Tool within the FAFSA to transfer 2017 IRS income information into my FAFSA.
- My parent(s) have filed or are required to file a 2017 federal income tax return and were unable or choose not to use the IRS Data Retrieval Tool within the FAFSA. **I have attached my parent(s)' 2017 IRS tax return transcript(s).**
 - My parent(s) were employed in 2017 and did not and are not required to file a 2017 Federal Tax Return. **I have attached my parent(s)' 2017 W-2s, completed the box below, and attached as my parent(s)' 2017 IRS Verification of Non-filing Letter (See page 3 for instructions on how to obtain an IRS Verification of Nonfiling Letter).**

Employer's Name	2017 Amount Earned	W-2 Attached? Required if provided by employer

- My parent(s) have not filed and are not required to file a 2017 federal income tax return and had no income earned from work in 2017. **I have attached my parent(s)' 2017 IRS Verification of Non-filing Letter (See page 3 for instructions on how to obtain an IRS Verification of Nonfiling Letter).**

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

Student Signature

Date

Parent Signature

Date

Important Information and Instructions

Information for Tax Filers

If you or your parent(s) filed or are required to file a 2017 federal tax return, the best way to verify income is by using the IRS Data Retrieval Tool within the FAFSA.

- **To use the IRS DRT:**
 - Go to FAFSA.gov
 - Log in using your (the student's) FSA ID
 - Select "Make FAFSA Corrections"
 - Navigate to the Financial Information section of the application.
 - Follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2017 IRS income tax information into your FAFSA.
- **Your parents will not be able to use the IRS Data Retrieval Tool and must submit a Tax Transcript if:**
 - your parents filed as Married, Filing Separately. A Tax Transcript will need to be submitted for each parent.
 - your parents' marital status changed after the end of the tax year on December 31, 2017 (current marital status doesn't match 2017 tax filing status). A Tax Transcript will need to be submitted for the parent(s) who were required to provide financial information on your FAFSA.

If unable to use the IRS Data Retrieval Tool, request a 2017 Tax Return Transcript. Go to IRS.gov and click on "Get Your Tax Record" or call 1-800-908-9946.

Information for Parent Non Tax Filers

What is a Verification of Nonfiling Letter?

The U.S Department of Education requires that parents who did not file a federal income tax return submit documentation from the IRS stating that a tax return was not filed. This documentation comes in the form of an "IRS Verification of Nonfiling Letter" which must be provided to the school. If there are two parents in your household, both parents must provide a letter stating that a 2017 federal income tax form was not filed.

How do my parents get Verification of Nonfiling Letter from the IRS?

To obtain a 2017 Verification of Nonfiling Letter from the IRS, complete a Form 4506-T. Form 4506-T is available on your student portal MyEMCC/Financial Aid/Forms and Resources/General Purpose/Form 4506-T or from the IRS. To obtain Form 4506-T from the IRS:

- *Go to IRS.gov*
 - *Click on "Get Your Tax Record"*
 - *On the right hand side of page under "Related Items" click on "About Form 4506-T, Request for Transcript of Tax Return"*
 - *Under "Current Products" click on "Form 4506-T"*
- ✓ To complete Form 4506-T, enter information in Lines 1a – 5b, check the box on Line 7 to request a Verification of Nonfiling, enter 12/31/2017 in Line 9, and complete the signature section at the bottom of the form.
- ✓ Fax the form to 855-800-8015 **or** mail to the Internal Revenue Service at:
RAIVS Team
P.O. Box 145500
Stop 2800 F
Cincinnati, OH 45250