



Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

**Section B: Student Income for Work Information**

The instructions and certifications below apply to you and your spouse, if you are married.

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

**Did you file taxes for 2018?** If so, the IRS Data Retrieval Tool is the best way to verify tax information (unless you are married and you and your spouse filed separate IRS income tax returns for 2018 or had a change in marital status after December 31, 2018, in which case you are not eligible to use the IRS DRT). For more information on this tool, how to use it, and what to do if you are not eligible to use the tool, see page 3.

- I have filed a 2018 federal income tax return and used or will use the IRS Data Retrieval Tool within the FAFSA to transfer my 2018 IRS income information into my FAFSA.
- I have filed or am required to file a 2018 federal income tax return and are unable or choose not to use the IRS Data Retrieval Tool within the FAFSA. **I have attached my 2018 IRS tax return transcript.**
- I (and/or my spouse, if married) was employed in 2018 and did not file and was not required to file a 2018 Federal Tax Return. **I have attached my (and my spouse's, if married) 2018 W-2s from all employers and completed the box below.**

Employer's Name	2018 Amount Earned	W-2 Attached? Required if provided by employer

- I (and/or my spouse, if married), have not filed and I am (or we, if married, are) not required to file a 2018 federal income tax return and had no income earned from work in 2018.

Signing this worksheet certifies that all of the information reported on it is complete and correct.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Return by mail to:**

**Eastern Maine Community College  
Katahdin Hall  
Financial Aid Office  
354 Hogan Road  
Bangor, ME 04401**

## Important Information and Instructions

### Information for Tax Filers

If you filed or are required to file a 2018 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 2018 IRS income tax information into your FAFSA.
- **You will not be able to use the IRS Data Retrieval Tool and must submit a Tax Return Transcript if:**
  - you are married and you and your spouse filed as Married, Filing Separately. Both you and your spouse will need to submit a Tax Return Transcript.
  - your marital status changed after December 31, 2018 (current marital status doesn't match 2018 tax filing status). Please contact the Financial Aid Office for additional instructions.

**If unable to use the IRS Data Retrieval Tool**, request a 2018 Tax Return Transcript. Go to IRS.gov and click on "Get Your Tax Record" or call 1-800-908-9946. You may provide a signed copy of the 2018 Federal tax form including Schedule 1 or Schedule 2 or Schedule 3 (if filed).

### Information for Non Tax Filers

#### What is a Verification of Nonfiling Letter?

The U.S Department of Education requires independent students who did not file a federal income tax return to 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 EMCC. If you are married, both you and your spouse must provide a letter stating that a 2018 federal income tax form was not filed.

#### How do I get Verification of Nonfiling Letter from the IRS?

To obtain a 2018 Verification of Nonfiling Letter from the IRS, complete a Form 4506-T. Form 4506-T is available from your student portal on MyEMCC/Financial Aid/Forms and Resources/General Purpose/Form 4506-T **or** from the IRS. To obtain a 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 12/31/2018 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