



Student Name: \_\_\_\_\_

**C. Student's Income Information to Be Verified**

• **TAX RETURN FILERS**

**\*IMPORTANT:** If you filed, or will file, an extension, an amended or foreign 2017 IRS tax return, please contact the CC OSFA before completing this section.

**\*INSTRUCTIONS:** Complete this section if you 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 when applying for FAFSA. If you have not already used the tool, you should go to [fafsa.gov](http://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 2017 IRS income tax information into your FAFSA. **In most cases, for electronic IRS tax return filers, it takes two to three weeks for IRS income information to be available for the IRS Data Retrieval Tool, and six to eight weeks for paper IRS tax return filers.** If you need more information about when or how to use the IRS Data Retrieval Tool, contact 1-800-4FED-AID (or 1-800-433-3243).*

Check the box that applies:

I have used the IRS Data Retrieval Tool in the FAFSA to transfer my **2017 IRS income information** into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.

I have not yet used the IRS Data Retrieval Tool in the FAFSA, but I will use the tool to transfer my **2017 IRS income information** into my FAFSA once I have filed a **2017 IRS tax return**.  
➤ See instructions above for the information on how to use the IRS Data Retrieval Tool. The CC OSFA cannot complete the verification process until the IRS information has been transferred into your FAFSA.

I am unable or choose not to use the IRS Data Retrieval Tool in the FAFSA and I will submit to the CC OSFA a **2017 IRS tax return transcript or a signed copy of 2017 IRS tax return**.  
➤ To obtain a 2017 IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov), and under "Tools", click on the "Get a Tax Transcript" link; or call 1-800-908-9946. You may also download the Apple or Google IRS Apps online or submit a Paper Request IRS Form 4506T-EZ or 4506-T. **Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript."** You will need your Social Security Number, date of birth, and the address on file with the IRS (the address should be the one that you used when the 2017 IRS tax return was filed).

A 2017 IRS tax return transcript is attached to this worksheet.

A 2017 IRS tax return transcript will be submitted to the CC OSFA later. The CC OSFA cannot complete the process of your financial aid until the IRS tax return transcript has been submitted to the CCOSFA.

• **TAX RETURN NONFILERS**

Complete this section if you will not file and is not required to file a **2017 income tax return** with the IRS.

Check the box that applies:

I was not employed and had no income earned from work in 2017.

I was 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 attached. **Attach the copies of all 2017 IRS W-2 forms issued to you.** List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate sheet of paper.

Employer's name	Amount earned in 2017	IRS W-2 attached? Y/N
<b>Total amount of income earned from work:</b>	<b>\$</b>	

**Note:** The CC OSFA may require you to provide the documentation, which indicates that 2017 IRS income tax return was not filed with IRS.

Student Name: \_\_\_\_\_

**D. Parent's Income Information to Be Verified**

**Note:** If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

• **TAX RETURN FILERS**

\***IMPORTANT:** If your parent(s) filed, or will file, an extension, an amended or foreign 2017 IRS tax return, please contact to CC OSFA before completing this section.

\***INSTRUCTIONS:** Complete this section if your parent(s) filed or will file a **2017 income tax return** with IRS. *The best way to verify income is by using the IRS Data Retrieval Tool when applying for FAFSA. If your parent(s) has not already used the tool, go to [fafsa.gov](http://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 your parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2017 IRS income tax information into your FAFSA. **In most cases, for electronic IRS tax return filers, it takes two to three weeks for IRS income information to be available for the IRS Data Retrieval Tool, and six to eight weeks for paper IRS tax return filers.** If you need more information about how to use the IRS Data Retrieval Tool, contact 1-800-4FED-AID (or 1-800-433-3243).*

Check the box that applies:

- My parent(s) has used the IRS Data Retrieval Tool in the FAFSA to transfer **2017 IRS income information** into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
- My parent(s) has not yet used the IRS Data Retrieval Tool in the FAFSA, but will use the tool to transfer **2017 IRS income information** into my FAFSA once the parent(s)' IRS tax return has been filed.
  - See the instructions above for the information on how to use the IRS Data Retrieval Tool. The CC OSFA cannot complete the verification process until the IRS information has been transferred into your FAFSA.
- My parent(s) is unable or chooses not to use the IRS Data Retrieval Tool in the FAFSA and I will submit to the CC OSFA a copy of my parent(s)' **2017 IRS tax return transcript(s) or a signed copy of 2017 IRS tax return(s)**.
  - To obtain a 2017 IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov), and under "Tools", click on the "Get a Tax Transcript" link; or call 1-800-908-9946. You may also download the Apple or Google IRS Apps online or submit a Paper Request IRS Form 4506T-EZ or 4506-T. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." The parent will need his or her Social Security Number, date of birth, and the address on file with the IRS (the address should be the one that is used when the 2017 IRS tax return was filed). **If separate tax returns were filed, a 2017 IRS tax return transcript must be submitted for each parent listed on this worksheet.**
    - A 2017 IRS tax return transcript(s) is attached to this worksheet.
    - A 2017 IRS tax return transcript(s) will be submitted to the CC OSFA later. The CC OSFA cannot complete the process of your financial aid until the IRS tax return transcript has been submitted to the CCOSFA.

• **TAX RETURN NONFILERS**

Complete this section if your parent(s) will not file and is not required to file a **2017 income tax return** with the IRS.

Check the box that applies:

- My parent(s) was not employed and had no income earned from work in 2017.
- My parent(s) was 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 attached. **Attach the copies of all 2017 IRS W-2 forms issued to your parent(s).** *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate sheet of paper.*

Employer's name	Amount earned in 2017	IRS W-2 attached? Y/N
<b>Total amount of income earned from work:</b>	<b>\$</b>	

**Note:** The CCOSFA may require you to provide the documentation from the IRS that indicates your 2017 IRS income tax return was not filed with IRS.

