

C. Verification of 2015 Income Information for Parent Tax Filers

1. TAX RETURN FILERS — Complete this section if your parent(s) filed or will file a 2015 Income Tax Return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool (DRT) that is part of FAFSA on the Web. In most cases, no further documentation is needed to verify 2015 income information that was transferred into the FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.*

If your parents filed separate 2015 IRS income tax returns, the IRS DRT cannot be used and you must provide the 2015 IRS Tax Return Transcript for each parent.

Check the box that applies:

- My parent(s) have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2015 IRS income tax return information into my FAFSA. *Grambling will use the IRS information that was transferred in the verification process.*
- My parent(s) have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to transfer 2015 IRS income tax return information into my FAFSA.
- My parent(s) are unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to Grambling a **2015 IRS Tax Return Transcript(s)** —not a photocopy of the Income Tax Return.

A **2015 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by MAIL – Go to www.irs.gov, under the Tools heading, click “Get a tax transcript.” Click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Get Transcript ONLINE – Go to www.irs.gov, under the Tools heading, click “Get a tax transcript.” Click “Get Transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Automated telephone Request – 1-800-908-9946

In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS DRT or the Tax Return Transcript within 2-3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6-8 weeks after the 2015 paper IRS income tax return has been received by the IRS.

2. NON TAX RETURN FILERS — Complete this section if your parent(s) will not file and are not required to file a 2015 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 2015.
- One or both parents were employed in 2015 and have listed below the names of all my employers, and the amount earned from each employer in 2015. **Please provide copies of all 2015 IRS W-2 forms issued by your parent(s) 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 G Number at the top.**

Employer's Name	IRS W-2 Provided?	2015 Amount Earned
<i>ABC's Auto Body Shop (example)</i>	<i>Yes (example)</i>	<i>\$2,000.00 (example)</i>
<i>Total Amount of Income Earned from Work</i>		\$

Provide documentation from the IRS dated on or after October 1, 2016 that indicates a 2015 IRS income tax return was not filed with the IRS or other relevant tax authority.

- ___ check here if confirmation of nonfiling is provided.
- ___ check here if confirmation of nonfiling will be provided later.

D. Verification of 2015 Income Information for Student Tax Filers

3. TAX RETURN FILERS — Complete this section if you, filed or will file a 2015 Income Tax Return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool (DRT) that is part of FAFSA on the Web. In most cases, no further documentation is needed to verify 2015 income information that was transferred into the FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.*

Check the box that applies:

- I have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2015 IRS income tax return information into my FAFSA. *Grambling will use the IRS information that was transferred in the verification process.*
- I have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to transfer 2015 IRS income tax return information into my FAFSA.
- I am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to Grambling a **2015 IRS Tax Return Transcript**—not a photocopy of the Income Tax Return.

A **2015 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by MAIL – Go to www.irs.gov, under the Tools heading, click “Get a tax transcript.” Click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Get Transcript ONLINE – Go to www.irs.gov, under the Tools heading, click “Get a tax transcript.” Click “Get Transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Automated telephone Request – 1-800-908-9946

In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS DRT or the Tax Return Transcript within 2-3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6-8 weeks after the 2015 paper IRS income tax return has been received by the IRS.

4. NON TAX RETURN FILERS — Complete this section if you will not file and is not required to file a 2015 Income Tax Return with the IRS.

Check the box that applies:

- I was not employed and had no income earned from work in 2015.
- I was employed in 2015 and have listed below the names of all my employers, and the amount earned from each employer in 2015, whether an IRS W-2 form is provided. **Please attach copies of all 2015 IRS W-2 forms issued by your 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 G Number at the top.

Employer's Name	IRS W-2 Provided?	2015 Amount Earned
<i>ABC's Auto Body Shop (example)</i>	<i>Yes (example)</i>	<i>\$2,000.00 (example)</i>
<i>Total Amount of Income Earned from Work</i>		\$

Provide documentation from the IRS dated on or after October 1, 2016 that indicates a 2015 IRS income tax return was not filed with the IRS or other relevant tax authority.

- ___ check here if confirmation of nonfiling is provided.
- ___ check here if confirmation of nonfiling will be provided later.

Student's Name: _____ G#: _____

E. Certification and Signatures

Each person signing below on 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.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.

Student's Signature

Date

Parent's Signature

Date

*Submit this worksheet to the Financial Aid Office at
Grambling State University*

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