

C. Verification of 2016 Income Information for Parent Tax Filers

1. TAX RETURN FILERS — ***Apply to each parent in the household.*** Complete this section if your parent(s) filed or will file a 2016 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 2016 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:

- My parent(s) have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2016 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 2016 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 **2016 IRS Tax Return Transcript(s)** —not a photocopy of the Income Tax Return.

A **2016 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

If your parents filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and you must provide the 2016 IRS Tax Return Transcript for each parent.

- _____ Check here if a 2016 IRS Tax Return Transcript(s) is provided.
- _____ Check here if a 2016 IRS Tax Return Transcript(s) will be provided.

2. NON TAX RETURN FILERS — ***Apply to each parent in the household.*** Complete this section if your parent(s) will not file and are not required to file a 2016 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 2016.
- One or both parents were employed in 2016 and have listed below the names of all my employers, and the amount earned from each employer in 2016. **Please provide copies of all 2016 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?	2016 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>		<i>\$</i>

Provide documentation from the IRS dated on or after October 1, 2017 that indicates a 2016 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 2016 Income Information for Student Tax Filers

3. TAX RETURN FILERS — **Apply to the Student.** Complete this section if you, filed or will file a 2016 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 2016 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 2016 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 2016 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 **2016 IRS Tax Return Transcript**—not a photocopy of the Income Tax Return.

A **2016 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

4. NON TAX RETURN FILERS — **Apply to the Student.** Complete this section if you will not file and is not required to file a 2016 Income Tax Return with the IRS.

Check the box that applies:

- I was not employed and had no income earned from work in 2016.
- I was employed in 2016 and have listed below the names of all my employers, and the amount earned from each employer in 2016, whether an IRS W-2 form is provided. **Please attach copies of all 2016 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?	2016 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>		\$

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.