



**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](http://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](http://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 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 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 2016.
- One or both my parents were employed in 2016 and have listed below the names of all 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](http://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](http://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>		<i>\$</i>

**E. Identity and Statement of Educational Purpose (To Be Signed at Grambling)**

The student must appear in person at Grambling State University to  
(Name of Postsecondary Educational Institution)  
verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.  
In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

**Identity and Statement of Educational Purpose  
(To Be Signed in the Presence of a Notary)**

If the student is unable to appear in person at Grambling State University to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as , but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Notary's name)

personally appeared, \_\_\_\_\_, and proved to me  
(Printed name of signer)

on the basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of unexpired government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal**

(seal)

\_\_\_\_\_  
(Notary signature)

My commission expires on \_\_\_\_\_  
(Date)

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the  
(Print Student's Name)

Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending  
Grambling State University for 2017–2018.

(Name of Postsecondary Educational Institution)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's ID Number)

\_\_\_\_\_  
(Authorized Financial Aid Administrator's Signature)

\_\_\_\_\_  
(Date)

### F. High School Completion Status

Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2018–2019:

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student's General Educational Development (GED) certificate or GED transcript. ***Grambling State University only accept GED certificate or Transcript from a student that is 25 years or older.***
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- If State law requires a homeschooled student to obtain a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If State law does not require a homeschooled student to obtain a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a home school setting.

### G. 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.***