

C. Dependent Student's Income Information to Be Verified

1. TAX RETURN FILERS—Important Note: If the student filed, or will file, an amended 2012 IRS tax return, the student must contact the financial aid administrator before completing this section. **If you did not or are not required to file taxes go to #2 below.**

Instructions: Complete this section if the student, filed or will file a 2012 income tax return with the IRS. *The best way to verify income is by using the **IRS Data Retrieval Tool** that is part of FAFSA on the Web. If the student has not already used the tool, go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2012 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up 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 see your financial aid administrator.*

Only check one box:

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2012 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information that was transferred in the verification process.*

- The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **2012 IRS tax return transcript**—not a photocopy of the income tax return. *To obtain an IRS tax return transcript, go to www.irs.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. 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 (normally this will be the address used when the 2012 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.*
 - Check here if the student's IRS tax return transcript is attached to this worksheet.*

2. TAX RETURN NONFILERS—Complete this section if the student will not file and is not required to file a 2012 income tax return with the IRS.

Only check one box:

- The student was not employed and had no income earned from work in 2012.
- The student was employed in 2012 and has listed below the names of all employers and the amount earned from each employer in 2012. **Attach copies of all 2012 W-2 form(s) or W-2 transcript(s) issued to you by 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 SSN at the top.*

Employer's Name	2012 Amount Earned?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000</i>

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.

1. TAX RETURN FILERS—Important Note: If the student's parent(s), filed or will file, an amended 2012 IRS tax return the student's financial aid administrator must be contacted before completing this section. **If the student's parent(s) did not or are not required to file taxes go to #2 below.**

Instructions: Complete this section if the student's parent(s) filed or will file a 2012 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student's parent(s) has not already used the tool, the parent and the student should go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2012 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about whether or how to use the IRS Data Retrieval Tool see the student's financial aid administrator.*

Check the box that applies:

- The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2012 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information transferred into the student's FAFSA to complete the verification process.*
- The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's **2012 IRS tax return transcript(s)**—not photocopies of the income tax return. *To obtain an IRS tax return transcript go to www.irs.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure you order 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 (normally this will be the address used when the 2012 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper tax return filers. If the parents are married, and separate 2011 tax returns were filed, 2012 IRS tax return transcripts must be submitted for each parent.*
 - Check here if an IRS tax return transcript(s) is attached to this worksheet.*

2. TAX RETURN NONFILERS—Complete this section if the student's parent(s) will not file and is not required to file a 2012 income tax return with the IRS.

Check the box that applies:

- The parent(s) was not employed and had no income earned from work in 2012. **Parents need to complete the Statement of Resources form.**
- The parent(s) was employed in 2012 and has listed below the names of all the parent's employers and the amount earned from each employer in 2012. **Attach copies of all 2012 W-2 form(s) or W-2 transcript(s) issued to the parent(s) by employer(s).** *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2012 Amount Earned?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000</i>

E. Parent's Other Information to Be Verified

1. Did someone in the student's parent's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2011 or 2012 calendar years?

Yes _____ No _____

2. Did you or your spouse, if married, pay child support in 2012? Yes _____ No _____

One (or both) of the student's parents listed in Section B of this worksheet, paid child support in 2012. The parent has indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2012 for each child. If asked by my school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes your name and Social Security Number at the top.*

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2012
<i>Marty Jones (example)</i>	<i>Chris Jones</i>	<i>Terri Jones</i>	<i>\$6,000</i>

E. Certification and Signature

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date.

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

Student's Signature

Date

Parent's Signature

Date

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school.

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