

C.) INCOME and TAX INFORMATION

- 1. How to use the IRS Data Retrieval Tool:** The easiest way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) in the FAFSA. Go to fafsa.ed.gov and log in using the student's FSA ID and password (fsaid.ed.gov). Navigate to the financial sections of the FAFSA and follow prompts to IRS Data Retrieval Tool. If parents are married and filed separately, parents must order tax return transcripts.
- 2. How to obtain a Tax Return Transcript:** Go to irs.gov, under "Tools" select "Get a tax transcript." You will have a choice to "Get Transcript Online" or "Get Transcript by Mail." Make sure to order tax return transcripts and not tax account transcripts. If parents filed separately, both tax return transcripts must be ordered.
- 3. How to obtain a Verification of Non-filing:** Go to finaid.hilbert.edu and have the student log in with their Student ID and password and print out 2015 IRS Proof of Non-Filing 4506-T. Complete sections 1-5 and check Box 7 and provide signatures. A form must be completed for each non-filer. Fax or mail form to the applicable number or address listed on the 4506-T form.

Important Note: If the student or parent filed an amended or an extension for 2015 IRS tax return, the student must contact the financial aid administrator before completing this section.

STUDENT	PARENT
<p style="text-align: center;">Did you file a 2015 Federal Income Tax Return? You must check one box below.</p> <p><input type="checkbox"/> YES I have used the IRS Data Retrieval Tool to transfer my 2015 income information to the FAFSA.</p> <p><input type="checkbox"/> YES I have enclosed a copy of my 2015 IRS tax return transcript.</p> <p><input type="checkbox"/> NO I did not earn any income from wages in 2015.</p> <p><input type="checkbox"/> NO I did not file a 2015 Federal Income Tax Return. I have listed below the sources and amounts of any earned income received in 2015 and enclosed copies of the W-2 form(s).</p> <p>Employer: _____ Amount: \$ _____ Employer: _____ Amount: \$ _____ Employer: _____ Amount: \$ _____</p>	<p style="text-align: center;">Did you file a 2015 Federal Income Tax Return? You must check one box below.</p> <p><input type="checkbox"/> YES I have used the IRS Data Retrieval Tool to transfer my 2015 income information to the FAFSA.</p> <p><input type="checkbox"/> YES I have enclosed a copy of my 2015 IRS tax return transcript.</p> <p><input type="checkbox"/> NO I did not earn any income from wages in 2015.</p> <p><input type="checkbox"/> NO I did not file a 2015 Federal Income Tax Return. I have listed below the sources and amounts of any earned income received in 2015 and enclosed copies of the W-2 form(s).</p> <p>Employer: _____ Amount: \$ _____ Employer: _____ Amount: \$ _____ Employer: _____ Amount: \$ _____</p>

D.) CERTIFICATION and SIGNATURES

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

*Submit this worksheet to the financial aid administrator at your school.
You should make a copy of this worksheet for your records.*