



You were selected for a review process called verification. Information on this form will be used to verify the accuracy of the information reported on the FAFSA. Please complete the entire worksheet in blue or black ink. Incomplete worksheets will not be accepted.

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_

**The information requested below applies to the student and (spouse if applicable) included in the household.**

**Instructions:** Check the one box that applies to the student and (spouse if applicable) listed on the Financial Aid Application

I/we are unable or choose not to use the IRS DRT on the FAFSA on the Web.

**Next step:** Submit your 2019 signed Tax Return

We have separated since filing our 2019 tax return with a status of Married Filing Jointly.

**Next step:** Submit your 2019 signed Tax Returns AND copies of all 2019 W-2s, 1098s, and 1099s for both tax filers

We did not file a joint tax return in 2019.

**Next step:** Submit signed Tax Returns and/or Verification of Non-filing Letters for EACH student and spouse.

I/we have filed or will file a 2019 Foreign Tax Return.

**Next step:** Submit a signed and translated copy of your foreign 2019 tax return showing the Adjusted Gross Income (AGI) and Taxes Paid

I/we were not employed, had no income in 2019 and did not file a tax return.

**Next step:** Request and Submit a Verification of Non-filing Letter from the IRS for each student and spouse if applicable in the household. **Note: If you are a Dependent student, the IRS Verification of Non-filing is NOT required.**

I/we were employed in 2019 but were not required to file a tax return.

**Next step:** List your employer(s) and the amount earned in 2019. If additional space is needed, attach a separate sheet with your name and CCC ID at the top.

- Submit a copy of the W-2 for each employer listed below **AND** a Verification of Non-Filing Letter from the IRS. **Note: If you are a Dependent student, the IRS Verification of Non-filing is NOT required.**

Source of Income	Annual Amount	W-2 Provided
Example: John Doe Auto Body Shop	\$1,000.00	Yes
	\$	
	\$	
	\$	
	\$	

**CERTIFICATION STATEMENT**

By signing and dating below you certify that all of the information reported on the financial aid application is complete and correct.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## REQUESTING AND SUBMITTING TAX INFORMATION FOR FINANCIAL AID

If you did not use the IRS Data Retrieval tool when you first submitted your FAFSA, we strongly recommend that you log back into your FAFSA ([www.fafsa.gov](http://www.fafsa.gov)) and try again to use the IRS Data Retrieval tool.

If you are unable to use the IRS Data Retrieval tool, you must request a copy of your Tax Return Transcript or IRS Verification of Non-Filing Letter.

**Here's how:**

<b>Request by Phone</b>				<b>Request Online</b>			
<p>Call the IRS at (800) 908-9946</p> <p>Follow prompts to enter Social Security number and numbers of the street address as it appears on the most recent tax return filed with the IRS</p> <p>Select option #2 to request a tax return transcript for 2019</p> <p>The IRS will mail a paper copy within 5 to 10 days</p>				<p>Go to <a href="http://www.irs.gov">www.irs.gov</a></p> <p>Click "Get My Tax Record"</p> <p>Click "Get Transcript Online"</p> <p>Follow prompts to validate your identity</p> <p>Create a login and password</p> <p>Choose "Higher Education/Student Aid" as the reason for the transcript request</p> <p>Select "Return Transcript for 2019"</p>			
<b>FAQs about Requesting Your IRS Tax Transcript</b>				<b>Request By Mail</b>			
<b>How can I request it?</b>	<b>Where do I request it?</b>	<b>What type of document will I receive?</b>	<b>How will I receive it?</b>	<p>If you can't validate your identity for online access, you must use the "Get Transcript by Mail" option.</p> <p>Go to <a href="http://www.irs.gov">www.irs.gov</a> and Click on "Get My Tax Record"</p> <p>If you filed taxes –</p> <p>Enter your SSN, date of birth, street address, and ZIP code</p> <p>Select "Tax Return Transcript"</p> <p>Select "2019"</p> <p><b>If you did not file taxes –</b></p> <p>Print IRS <a href="#">Form 4506-T</a></p> <p>Complete Lines 1-3</p> <p>Check box #7</p> <p>Enter "12/31/2019" on Line #9</p> <p>Sign the form and mail or fax to the IRS Office</p>			
Online	<a href="http://www.irs.gov">www.irs.gov</a>	Tax Return Transcript or Letter of Non-filing	Able to immediately download and print				
Telephone	(800) 908-9946	Paper – Tax Return Transcript	Via mail in about 10 business days				
By Mail	<a href="http://www.irs.gov">www.irs.gov</a>	Paper – Tax Return Transcript	Via mail in about 10 business days				
By Mail or Fax	Form 4506-T Mail to: IRS RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 Fax to: 801-620-6922	Verification of Non-Filing Letter	Via mail in about 10 business days				

### Special Tax Situations

#### Amended Tax Return

Bring copy of Tax Return Transcript **and**

A copy of the 1040X (Amended Tax Return), signed by taxpayer and stamped by IRS

#### Victim of IRS tax-related Identity Theft

Contact the IRS Identity Theft Protection Specialized Unit (IPSU) via telephone at (800) 908-4490

After the IPSU authenticates the tax filer's identity, the tax filer must request the IRS to mail an alternate paper tax return transcript known as the Transcript Database View (TRDBV)

The TRDBV will look different than a regular tax return transcript

Submit a signed statement by the tax filer indicating that he or she was a victim of IRS tax-related identity theft