2016–2017 Independent Student
2015 IRS Income Tax Verification

LIFE University

Student's Name _____

Student's ID/ Social Security Number _____

Your 2016–2017 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, Life University may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information the verification coordinator will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected.

Students Who Filed Taxes:

☐ The student and/or spouse <u>has used</u> the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2015 IRS income tax return information into the student's FAFSA.

☐ The student and/or spouse has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to transfer 2015 IRS income tax return information into the student's FAFSA once the 2015 IRS income tax return has been filed.

☐ The student and/or spouse is unable or chose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide Life University a **2015 IRS income Tax Return Transcript(s).**

  ☐ Check here if a 2015 IRS Tax Return Transcript(s) is provided

  ☐ Check here if a 2015 IRS Tax Return Transcript(s) will be provided later

* If the student and spouse filed separate 2015 IRS income tax returns, 2015 IRS Tax Return Transcripts must be provided for both. Verification cannot be completed until the IRS tax return transcript(s) has been submitted.

Instructions for the IRS Data Retrieval Tool: 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 or parent has not already used the tool, go to www.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 or parent(s) are eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the student's FAFSA.

- It takes up to 2-3 weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to 6-8 weeks for paper IRS tax return filers.

Instructions for obtaining a 2015 IRS Tax Return Transcript: Keep in mind 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.

- **Online Request:** visit www.IRS.gov and click on "Get Transcript by Mail." Make sure you indicate "Get Transcript by Mail" and *not* the "IRS Tax Account Transcript."

- **Telephone Request**: call 800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript."

- **Paper Request:** visit www.IRS.gov and click on "Get Transcript by Mail." Complete "IRS Form 4506" and mail accordingly.

Certification and Signatures

I certify that all of the information reported on this worksheet is complete and correct.

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

Student's Signature _____ Date _____

Nontax Filers Complete the Next Page

2016–2017 Verification of Nontax Filers

LIFE University

The instructions and certifications below apply to each parent or student included in the household. Complete this section if the parents or student **will not file** and **are not required** to file a 2015 income tax return with the IRS.

Check the box that applies:

☐ The student and/or spouse were not employed and had no income earned from work in 2015.

☐ The student and/or spouse were employed in 2015 and had listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. Provide copies of all 2015 IRS W-2 forms issued to the student and parents by their employers.

List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 Attached?	2015 Amount Earned
Suzy's Auto Body Shop (example)	Yes (example)	$2,000.00 (example)
Total Amount of Income Earned from Work		

Note: If we have reason to believe that the information regarding nontax filers is not accurate, we may require additional documentation, such as:

- A copy of the student and/or spouse W2 wage transcript from the IRS;
- A copy of the student and/or spouse IRS nontax filers statement.

Student's Signature _____ Date _____