

## 2018-2019 Parent's Income Information Verification

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Regulations say that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, Gustavus will compare your FAFSA with the information on this worksheet. If there are differences, your FAFSA information may need to be corrected. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed. **Return this form to the Financial Aid Office at Gustavus.**

### A. Student's Information

Student's Last Name	Student's First Name	Student's ID Number	
Address	City	State	Zip Code

**B. Important Note:** The instructions below apply to each parent included in the household. Notify the Financial Aid Office if the parents filed separate IRS income tax returns for 2016 or had a change in marital status after on December 31, 2016.

**Instructions:** Complete this section if the parents filed or will file a 2016 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

**Check the box that applies:**

- ☐ The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA once the 2016 IRS income tax return has been filed.
- ☐ The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2016 IRS Tax Return Transcript(s)**. A **2016 IRS Tax Return Transcript** may be obtained through:
- Get Transcript by Mail - Go to [www.irs.gov](http://www.irs.gov), click "Get My Tax Record," and "Get Transcript by Mail." Make sure to request "Return Transcript" and **NOT** "Account Transcript."
  - Get Transcript ONLINE - Go to [www.irs.gov](http://www.irs.gov), click "Get My Tax Record," and "Get Transcript Online." Make sure to request "Return Transcript" and **NOT** "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
  - Telephone Request – 1-800-908-9946
  - Paper Request Form – Use the links to download IRS Form [4506T-EZ](#) or IRS Form [4506-T](#)

When requesting a transcript, use the Social Security Number (or the IRS individual taxpayer identification number) and the date of birth of the first person listed on the 2016 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2016 IRS income tax return).

If the parents filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and a **2016 IRS Tax Return Transcript(s)** must be provided for each.

- ☐ 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 later.

**\*\*\*NOTE – Copies of an individual tax return (1040, 1040A or 1040EZ) cannot be accepted for verification purposes.**

### C. Certification and Signatures

Signing this worksheet certifies that all of the information reported on it is complete and correct.

**The parent must sign and date this form.**

Parent's Signature	Date
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