



Your FAFSA application has been selected for a process called verification. Please complete all parts of this worksheet and return to the Financial Aid Office. Notice: incomplete forms may delay processing.

**A. Student Information**

Student's Name: \_\_\_\_\_ FRC ID: \_\_\_\_\_

**B. Household Information** – List the members in your household. Attach an additional sheet if necessary.

Please include: yourself and your spouse (if legally married), your children/step-children, if you will provide more than half of their support between July 1, 2018 and June 30, 2019, even if they do not live with you, and other people if they now live with you and you provide more than half of their support and you will continue to provide more than half of their support between July 1, 2018 and June 30, 2019.

Full Name	Relationship to Student	Age	Enrolled in College at least half-time (check one)		College
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Self		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Feather River College
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**C. Federal Tax Return Filing Status – Student (and Spouse, if married). Please select the appropriate response.**

- I filed my 2016 return and successfully used the IRS Data Retrieval Tool via the FAFSA. **Tax transcript not required.**
- I filed my 2016 return and chose not to or, I am unable to use the IRS Data Retrieval Tool. **Submit: 2016 IRS Tax Return Transcript.** If married and you filed a joint 2016 IRS Income Tax Return, **Submit: 2016 IRS Tax Return Transcript.**  
If married and you and your spouse filed separate 2016 IRS Income Tax Returns, **Submit: 2016 IRS Tax Return Transcripts for both you (the student) and your spouse.**
- I amended my taxes after originally filing my 2016 return and will submit:
  - 2016 IRS Tax Return Transcript
  - 2016 Signed IRS 1040X form
 If married and you filed separate 2016 IRS Income Tax Returns, you must submit Tax Return Transcripts and Signed IRS 1040X form for both you (the student) and your spouse.
- I will not and am not required to file a federal tax return. I was not employed and earned no income from work in 2016. **Submit: 2016 IRS Verification of Non-filing Letter\* & Independent Verification of Low Earned Income.**
- I will not and am not required to file a federal tax return. In 2016, I earned \$\_\_\_\_\_ from the source(s) listed below: **Submit: 2016 IRS Verification of Non-filing Letter\* & Independent Verification of Low Earned Income.**

Employer's Name	2016 Earned Amount	IRS W-2 Attached	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

\*IRS Verification of Non-Filing Letters can be requested by checking box 7 and 8 (if no W-2s provided) on [IRS Form 4506-T](#). **Notice:** 2016 IRS Verification of Non-Filing Letters must be dated on or after October 1, 2017.

**D. Certification and Signatures** – Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student whose information was reported on the FAFSA must sign and date. Warning! If you purposely give false or misleading information you may be fined, sentenced to jail, or both.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Spouse Signature: \_\_\_\_\_ Date \_\_\_\_\_  
*(optional)*

**This worksheet must be signed and dated to be valid. Electronic and/or digital signatures are not valid.**



### How to use the IRS Data Retrieval Tool in FAFSA

The best way to verify tax return information is by using the IRS Data Retrieval Tool which is part of the FAFSA on the Web application. If the student has not already used the tool,

- Go to [www.fafsa.gov](http://www.fafsa.gov)
- Login to the student's FAFSA using their [FSA ID \(https://fsaid.ed.gov/npas/index.htm\)](https://fsaid.ed.gov/npas/index.htm)
- Select **Make FAFSA Corrections** and then enter a **Save Key**
- Navigate to the **Financial Information** section of the application
- Follow the on-screen instructions. Based on your answers FAFSA will determine if the student can use the IRS Data Retrieval Tool to transfer **2016** IRS income tax information into the FAFSA. If eligible to use the tool you will see a button that says **Link to IRS**
- Click the **Link to IRS button** which will redirect you to the Internal Revenue Service web site. A message will display explaining you are 'leaving FAFSA on the web'. To continue with transferring your information, click **Proceed to IRS site**
  - Generally most, if not all, of the following fields' information is populated into the corresponding fields based on the answers reported on the FAFSA: *First Name, Last Name, Social Security Number, Date of Birth and filing status*. However, if this information is not pre-populated you will need to enter it.
  - Enter your address (**must match your 2016 Federal Income Tax Return**), city, state and zip code. Click **Submit** in the bottom right corner of the page.
  - To transfer the data, click the box to place a checkmark under **Transfer My Tax Information into the FAFSA** section and then click the **Transfer Now** button.

Once you've transferred the data into FAFSA you will see **Transferred from the IRS** next to each question where the information was transferred.

**Notice: do not click 'save' and exit the application as you still need to finish the rest of the application.** At the end of the application you need to make sure you sign your FAFSA using your FSA ID.

### How to request your 2016 Tax Return Transcripts from the IRS

From the [IRS website](#), you can request a tax return transcript through their Get Transcript [Online](#) or Get Transcript by [Mail](#) options. You can also contact the IRS by phone to request your tax return transcript. **Note:** *the method you used to file your return and whether you have a refund or balance due, affects your [current year transcript availability](#).*

Get <a href="#">Transcript Online</a>	Get <a href="#">Transcript by Mail</a>	Get <a href="#">Transcript by Phone</a>
<p>To use this service you need:</p> <ul style="list-style-type: none"> <li>• Full Name;</li> <li>• Email;</li> <li>• Date of birth;</li> <li>• Your Social Security Number or Individual Tax Identification Number (ITIN);</li> <li>• Tax Filing Status;</li> <li>• Current address;</li> <li>• Personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan and,</li> <li>• Mobile phone with your name on the account.</li> </ul> <p><b>Note:</b> if account setup is successful you will be able to download and/or print your tax return transcript.</p>	<p>To use this service you need:</p> <ul style="list-style-type: none"> <li>• Your Social Security Number or Individual Tax Identification Number (ITIN);</li> <li>• Date of birth and,</li> <li>• Mailing address from your latest tax return</li> </ul> <p><b>Note:</b> transcripts generally arrive in 5-10 calendar days to the address the IRS has on file for you. The IRS will never send an email requesting that you obtain or access your transcripts. If you receive such a notice, please forward to the IRS fraud group at <a href="mailto:phishing@irs.gov">phishing@irs.gov</a>.</p>	<p>Call (800) 908-9946 and follow the telephone prompts.</p>
<p><b>Notice:</b> Be sure to request an <b>IRS Tax Return Transcript</b> – <b>not</b> an IRS Tax Account Transcript.</p>		

### How to request an IRS Verification of Non-Filing Letter for 2016

Go to the IRS website at <https://www.irs.gov/> and click on Search Forms & Instructions. On this page click to select [Form 4506-T](#) and follow the instructions on the form. IRS Verification of Non-Filing Letters can be requested by checking box 7 and 8 (if no W-2s provided) on IRS [Form 4506-T](#). **Notice:** 2016 IRS Verification of Non-Filing Letters must be dated *on or after* October 1, 2017.