



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. Note: incomplete forms may delay processing.

**A. Student Information**

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

**B. Household Information** – List all 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, 2020 and June 30, 2021, 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, 2020 and June 30, 2021.

Full Name	Relationship to Student	Age	Enrolled in College at least half-time (check one)		College
	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 2018 return and successfully used the IRS Data Retrieval Tool via the FAFSA. **Tax transcript not required.**
- I filed my 2018 return and chose not to or, I am unable to use the IRS Data Retrieval Tool. **Submit: 2018 IRS Tax Return Transcript.** If married and you filed a joint 2018 IRS Income Tax Return, **Submit: 2018 IRS Tax Return Transcript.** If married and you and your spouse filed separate 2018 IRS Income Tax Returns, **Submit: 2018 IRS Tax Return Transcripts for both you (the student) and your spouse.**
- I amended my taxes after originally filing my 2018 return and will submit:
  - 2018 IRS Tax Return Transcript
  - 2018 Signed IRS 1040X form
 If married and you filed separate 2018 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 2018. **Submit: 2018 IRS Verification of Non-filing Letter\***
- I will not and am not required to file a federal tax return. In 2018, I earned \$ \_\_\_\_\_ from the source(s) listed below: **Submit: 2018 IRS Verification of Non-filing Letter\***

**NON-FILERS ONLY TO FILL OUT BOX BELOW\***

Employer's Name	2018 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

**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.

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

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

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



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

- o Go to [www.studentaid.gov](http://www.studentaid.gov)
- o Login to using the students' **FSA ID** (<https://fsaid.ed.gov/npas/index.htm>)
- o From the Dashboard, select 'Apply for Aid', click 'Go to the FAFSA Form', click 'Log In', select 'I am the student' or 'I am a parent, preparer, or student from a Freely Associated State, login with FSA ID and password, click 'Next', click to 'Accept' the disclaimer
- o Select **Make FAFSA Corrections** and then create a temporary **Save Key**, click 'Next', click 'Ok'
- o Navigate to the **Financial Information** section of the application
- o Follow the on-screen instructions. Based on your answers FAFSA will determine if the student or parent(s) can use the IRS Data Retrieval Tool to transfer **2018** IRS income tax information into the FAFSA. If eligible to use the tool you will see a button that says **Link to IRS**
- o 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**. **Notice:** for parent's, you must enter the parent's FSA ID before clicking the **Link to IRS** button.
  - o Enter your address (**must match your 2018 Federal Income Tax Return**), city, state and zip code. Click **Submit** in the bottom right corner of the page.
- o 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.
- o 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, and your parent (if applicable), sign your FAFSA using your FSA ID.

**How to request your 2018 Tax Return Transcript or Verification of Non-filing Letter 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 by clicking on the 'Get Your Tax Record'. 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](#).*

<b>Get <a href="#">Transcript Online</a></b>	<b>Get <a href="#">Transcript by Mail</a></b>	<b>Get <a href="#">Transcript by Phone</a></b>
<p>To register and use this service, you need:</p> <ul style="list-style-type: none"> <li>• Full Name;</li> <li>• Access to your email account;</li> <li>• Date of birth;</li> <li>• Your Social Security Number or Individual Tax Identification Number (ITIN);</li> <li>• Tax Filing Status and mailing address from latest tax return;</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. 2018 IRS Verification of Non-Filing Letters <u>must</u> be dated <i>on or after</i> October 1, 2018.</p>		