



**Dependent Student's Income Information to Be Verified**

1. **TAX RETURN FILERS — Important Note:** If the student filed, or will file, an **amended** 2019 IRS tax return, the student must contact AJU financial aid office before completing this section.

**Instructions:** Complete this section if the student, **filed or will file** a 2019 income tax return with the IRS. *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 has not already used the tool, go to [FAFSA.gov](http://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 is eligible to use the IRS Data Retrieval Tool to transfer 2019 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS Tax Return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.*

**Check the box that applies:**

- The student **has used** the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2019 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *Financial Aid office will use the IRS information that was transferred in the verification process.*
- The student **has not yet used** the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2019 IRS income information into the student's FAFSA once the student has filed a 2019 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. Financial Aid office will not be able to complete the verification process until the IRS information has been transferred into the FAFSA.*
- The student is **unable or chooses not to** use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **2019 IRS tax return transcript** along with a photocopy of the income tax return.

*To obtain an IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and select "Get a Transcript" under the Tools menu. The specific URL is [https://www.irs.gov/individuals/get-transcript?\\_ga=1.231379423.1313835265.1481048015](https://www.irs.gov/individuals/get-transcript?_ga=1.231379423.1313835265.1481048015). You may also call 1-800-908-9946. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2019 IRS Tax Return was filed). 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.*

- Check here if the student's **2019 IRS Tax Return Transcript** is attached to this worksheet.
- Check here if the student's **2019 IRS Tax Return Transcript** will be submitted to the AJU financial aid office later. Verification cannot be completed until the **2019 IRS Tax Return Transcript** has been submitted to the AJU financial aid office.

2. **TAX RETURN NONFILERS** — please complete this section if the student **will not file** and is **not required** to file a 2019 Income Tax Return with the IRS.

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2019.
- The student was employed in 2019 and has listed below the names of all the student's employers, the amount earned from each employer in 2019, and whether an IRS W-2 form is attached. Attach copies of all 2019 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2019 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

**C. Parent's Income Information to Be Verified — Note:** If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

**1. TAX RETURN FILERS — Important Note:** If the student's parent(s), filed or will file, an **amended** 2019 IRS tax return the AJU financial aid office must be contacted before completing this section.

**Instructions:** Complete this section if the student's parent(s) **filed or will file** a 2019 income tax return with the IRS. *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's parent(s) has not already used the tool, the parent and the student should go to [FAFSA.gov](http://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 parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2019 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS Tax Return filers, and up to eight weeks for paper IRS Tax Return filers. If you need more information about whether or how to use the IRS Data Retrieval Tool see the student's financial aid administrator.*

**Check the box that applies:**

- The student's parent **has used** the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2019 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *AJU will use the IRS information transferred into the student's FAFSA to complete the verification process.*
- The student's parent **has not yet** used the IRS Data Retrieval Tool, but will use the tool to transfer 2019 IRS income information into the student's FAFSA once the parent's IRS Tax Return has been filed. *See instructions above for information on how to use the IRS Data Retrieval Tool. Financial aid office will not be able to complete verification until the parent has transferred IRS information into the student's FAFSA.*
- The parent **is unable or chooses not to** use the IRS Data Retrieval Tool, and the parent will submit to the AJU a copy of the parent's **2019 IRS tax return transcript(s)** along with the photocopies of the income tax return. *To obtain an IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and select "Get a Transcript" under the Tools menu. The specific URL is [https://www.irs.gov/individuals/get-transcript?\\_ga=1.231379423.1313835265.1481048015](https://www.irs.gov/individuals/get-transcript?_ga=1.231379423.1313835265.1481048015). You may also call 1-800-908-9946. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2019 IRS Tax Return was filed). 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.*
  - Check here if an IRS tax return transcript(s) is attached to this worksheet.
  - Check here if IRS tax return transcript(s) will be submitted to the AJU later. Verification cannot be completed until the IRS Tax Return Transcript(s) has been submitted to the school.

**2. TAX RETURN NONFILERS —** please complete this section if the student's parent(s) **will not file** and **is not required** to file a 2019 Income Tax Return with the IRS.

**Check the box that applies:**

- The parent(s) was not employed and had no income earned from work in 2019.
- The parent(s) was employed in 2019 and has listed below the names of all the parent's employers, the amount earned from each employer in 2019, and whether an IRS W-2 form is attached. Attach copies of all 2019 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2019 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

**D. Parent's Other Information to Be Verified**

1. Complete this section if someone in the student's parent's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2019 or 2018 calendar years. For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3242).

One of the persons listed in Section B of this worksheet received SNAP benefits in 2019. I will provide documentation of the receipt of SNAP benefits during 2019 and/or 2018.

2. Complete this section if one of the student's parents paid child support in 2019.

One (or both) of the student's parents listed in Section B of this worksheet paid child support in 2019. The parent has indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2019 for each child. I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes the student's name and Social Security Number at the top.*

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2019
<i>Marty Jones</i>	<i>Chris Smith (example)</i>	<i>Terry Jones</i>	<i>\$6,000.00</i>

**E. Certification and Signatures**

Each person signing this worksheet certifies that the information reported on it is complete and correct. The student and one parent must sign and date.

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

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Date**

***Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the AJU financial aid office.***

***You should make a copy of this worksheet for your records.***