

[illegible]

C. Dependent Student's Income Information to be verified

1. **Tax Return Filers—Important Note:** If the student filed or will file an **amended** 2018 IRS tax return, the student must contact the Financial Aid Office before completing this section.

Instructions: Complete this section if the student **filed, or will file**, a 2018 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**, 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 2018 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 the Financial Aid Office.*

Check the box that applies:

- ☐ The student **has used** the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2018 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *SC4 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 2018 IRS income information into the student's FAFSA once the student has filed a 2018 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. SC4 cannot 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 **2018 IRS signed tax return**.
- ☐ *Check here if the student's IRS SIGNED tax return is attached to this worksheet.*
- ☐ *Check here if IRS tax return(s) will be submitted to your school later. Verification cannot be completed until the IRS tax return(s) have been submitted to SC4.*

2. **Tax Return Nonfilers**—Complete this section if the student will not file and is **not required** to file a 2018 income tax return with the IRS.

Check the box that applies:

- ☐ The student was not employed and had no income earned from work in 2018.
- ☐ The student was employed in 2018 and has listed below the names of all the student's employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is attached. **Attach copies of all 2018 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	2018 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

Student's Name: _____ SSN: _____

D. 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** 2018 IRS tax return, the student must contact the Financial Aid Office before completing this section.

Instructions: Complete this section if the student's parent(s) **filed, or will file**, a 2018 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**, 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 2018 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 office.*

Check the box that applies:

- ☐ The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2018 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *SC4 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 2018 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. The student's financial aid office cannot 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 SC4 a copy of the parent's **2018 signed IRS tax return(s)**.
- ☐ *Check here if an IRS tax return(s) is attached to this worksheet.*

2. Tax Return Nonfilers—Complete this section if the student's parent(s) will not file and **is not required** to file a 2018 income tax return with the IRS. *A proof of non-filing letter from the IRS dated after October 1, 2019 must be provided that indicates a 2018 income tax return was not filed with the IRS or other relevant tax authority. To obtain this letter visit www.irs.gov, call 1-800-908-9946, or complete IRS form 4506-T.*

Check the box that applies:

- ☐ The parent(s) was not employed and had no income earned from work in 2018.
- ☐ The parent(s) was employed in 2018 and has listed below the names of all the parent's employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is attached. **Attach copies of all 2018 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	2018 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2019 that indicates a 2018 IRS income tax return was not filed with the IRS or other relevant tax authority.

____ Check here if confirmation of nonfiling is provided.

____ Check here if confirmation of nonfiling will be provided later.

E. Certification and Signatures

Each person signing this worksheet certifies that all of 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

Submit this worksheet to the Financial Aid Office at SC4.

**St. Clair County Community College
323 Erie St
PO Box 5015
Port Huron, MI 48061**

Or fax: 810-989-5774

E-mail: financialaid@sc4.edu

Phone: 810-989-5530

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