



**C. Independent Student’s Income Information to Be Verified**

1. **TAX RETURN FILERS—Important Note:** If you (or your spouse, if married) filed, or will file, an amended 2018 IRS tax return, you must contact your financial aid administrator before completing this section.

**Instructions:** Complete this section if you, 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 you have not already used the tool, go to [FAFSA.gov](http://FAFSA.gov), log in to your FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2018 IRS income tax information into your FAFSA. 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:**

- I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse’s) 2018 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *Your school will use the IRS information that was transferred in the verification process.*
- I, the student, have not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my (and, if married, my spouse’s) 2018 IRS income information into my FAFSA once I have filed my 2018 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. Your school cannot complete the verification process until your (and, if married, your spouse’s) IRS information has been transferred into your FAFSA.*
- I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school **2018 IRS tax return transcript(s)**—not photocopies of the income tax return. *To obtain an IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and click on the “Get a Tax Transcript” link, or 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 your 2018 IRS tax return was filed). If you are married and you and your spouse filed separate 2018 tax returns, you must submit tax return transcripts for both you and your spouse.*
- 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 your school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to your school.*

\*If you choose to download your IRS tax return transcript as a PDF, you can upload the PDF file at [daemen.edu/finaidupload](http://daemen.edu/finaidupload)

2. **TAX RETURN NONFILERS**—Complete this section if you, the student (and, if married, your spouse), will not file and are not required to file a 2018 income tax return with the IRS.

**\*ALL tax return non-filers must submit an “IRS Verification of Non-filing Letter”. Visit IRS.GOV, click on the “Get a Tax Transcript” link. You can also mail/fax FORM 4506-T to the IRS (form available at IRS.GOV).**

**Check the box that applies:**

- The student (and, if married, the student’s spouse) **was not** employed and had no income earned from work in 2018.
- The student (and/or the student’s spouse if married) **was** employed in 2018 and has listed below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is attached. Attach copies of all 2018 W-2 forms issued to you (and, if married, to your spouse) by employers. *List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and SSN at the top.*

Employer’s Name	2018 Amount Earned	IRS W-2 Attached?
Suzy’s Auto Body Shop (example)	\$2,000.00	Yes
DO NOT COMPLETE IF YOU FILED TAXES		

**D. Certification and Signature**

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse’s signature is optional.

**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

\_\_\_\_\_  
Spouse’s Signature

\_\_\_\_\_  
Date

*Do not mail this worksheet to the U.S. Department of Education.*  
**Submit this worksheet to the financial aid administrator at your school.**

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