

2018-2019 Verification Worksheet

INDEPENDENT **Student Income Information**

Student Name: _____

Student ID#: _____

Please read through all of the information before providing answers, signatures, or documentation. Once you have completed this worksheet return it to the Financial Aid Office at Bridgerland Technical College along with the Independent Student Certification & Signature page and any other items you are required to complete.

STUDENT (AND SPOUSE, if married) INCOME INFORMATION

Your (and if married, your spouse's) income information must be verified and you are required to provide to the college documentation of certain information you reported. If married "I" and "my" indicates "we" and "our." Select one:

I did not file and am not required to file a 2016 income tax return with the IRS.

I was not employed and had no income from working in 2016.

You must provide confirmation of your non-filing status from the IRS. This document must be dated on or after October 1, 2017. Request a Verification of Non-filing Letter:

☞ Use IRS Form 4506-T. This form is available from the IRS web-site www.IRS.gov under Forms & Instructions. Be sure to mark box 7, complete the form, and mail it in. A Tax Return Transcript or a Tax Account Transcript that includes a message such as "no record of return filed" or "no transcript on file" is also acceptable documentation of non-filing.

NOTE: *Verification of non-filing is not an indication that you were not required to file a return, just that one was not filed. If you are required to file a return, you must do so before verification of your income information may be completed.*

I did not file and am not required to file a 2016 income tax return with the IRS

although **I was employed** in 2016. List below the names of your (and if married your spouse's) employers and the amount earned from working in 2016. Use your IRS Form W-2 to determine amounts earned, OR obtain a Wage & Income Transcript* from the IRS.

Submit copies of documents used.

Employee	Employer	2016 Amount Earned	Document attached
		\$	
		\$	
		\$	

You must also provide confirmation of your non-filing status from the IRS. This document must be dated on or after October 1, 2017. Request a Verification of Non-filing Letter by following the instructions outlined above (☞).

**If you are unable to provide your W-2's, use IRS Form 4506-T to request a transcript that includes your W-2 data. This form is available online from the IRS at www.IRS.gov.*

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I filed my 2016 income tax return with the IRS and have now **used the Data Retrieval Tool (DRT)** in FAFSA on the Web to report my income information.

INSTRUCTIONS FOR USING THE DRT: *Bridgerland Technical College, along with the Department of Education, encourages students and their spouses to use the IRS Data Retrieval Tool (DRT) in FAFSA on the Web to import data from their tax return and not change it.*

🖨️ Go to [FAFSA.ed.gov](https://fafsa.ed.gov), login to your FAFSA record and make a correction by navigating to the Financial Information section of the form. Follow the instructions to determine if you are eligible to use the IRS DRT. If you need help with this method, call 1(800) 433-3243.

Note: If the student and spouse filed separate returns, the IRS DRT cannot be used and the IRS Tax Return Transcript must be provided for each. See INSTRUCTIONS FOR OBTAINING A TAX RETURN TRANSCRIPT (below).

I filed my 2016 income tax return with the IRS but have not used or choose not to use the Data Retrieval Tool. **I will request my 2016 Tax Return Transcript** and will provide it to the college as soon as it is obtained. **Do not** provide a copy of your income tax return.

INSTRUCTIONS FOR OBTAINING A TAX RETURN TRANSCRIPT: *If a student (or spouse) chooses not to use (or is unable to use) the IRS Data Retrieval Tool in FAFSA on the Web the student (or spouse) must submit an IRS tax return transcript. There are several options you may use to order your tax return transcript.*

🖨️ Request your IRS Tax Return Transcript online at www.irs.gov. Click “Get Your Tax Record,” then “Get Transcript Online.” Be sure to request the Tax Return Transcript. The transcript displays and should be printed.

📱 Download and use the IRS2Go mobile app.

☎️ Call the IRS at [1-800-908-9946](tel:1-800-908-9946) and use their quick and easy automated transcript order line to order your Tax Return Transcript. Transcripts are generally received within 10 business days.

✉️ Request your IRS Tax Return Transcript by mail. Go to www.irs.gov. Click “Get Your Tax Record,” then “Get Transcript by Mail.” Be sure to request the Tax Return Transcript. Transcripts are generally received within 10 days from the IRS’s receipt of the paper request.

✍️ Complete and mail Form 4506-T (or use Form 4506T-EZ). This form is available from the IRS web-site, www.irs.gov. Be sure to request the Tax Return Transcript. Transcripts are generally received within 10 days from the IRS’s receipt of the paper request.

👤 Visit the IRS in person to obtain your Tax Return Transcript. The closest IRS office is located at 324 25th Street in Ogden. An appointment may be required. Schedule an appointment by calling (844) 545-5640.

Hours of operation: 8:30-12 and 1-4:30. Call (801) 626-0753 an information only line, or 1(800) 829-1040.

The date I selected one of the above: ____/____/____