

Student (and Spouse's) Income Information—Calendar Year 2020:

1. Did you (and/or your spouse, if applicable) file taxes in 2020? Yes No
If "Yes", proceed to question 2. If "No" proceed to Section B.
2. Did you use the IRS Data Retrieval Tool (DRT) to load your 2020 tax information into your FAFSA? Yes No
If "Yes", proceed to Section C. If "No" proceed to Section A.

Section A

What was your tax filing status in 2020? (choose one):

- Single Married—filed separate return
 Head of household Qualifying widow(er)
 Married—filed joint return

Has your marital status changed since you filed your 2020 taxes? Yes No

If your marital status has changed, you will be unable to use the IRS Data Retrieval Tool (DRT) and will need to provide a copy of your (and your spouse's, if applicable) **2020 federal tax return** or a copy of your **2020 tax return transcript** (and signed copy of 1040X if an amended return was filed).

Three ways to submit 2020 federal tax information are:

1. **IRS Data Retrieval Tool (DRT):**
Log into the student's 2022-2023 FAFSA at fafsa.gov. Navigate to the financial information section. You will see a "Link to IRS" button if you are eligible to use the IRS DRT. Click it. Enter your information exactly as it appears on your 2020 federal tax return and hit "submit". Check the box by "Transfer my Tax Information into the FAFSA" and click the "Transfer Now" button. For your protection, your tax information will not be displayed. Remember to electronically sign and submit the FAFSA again using your personal FSA ID and password.
2. **IRS Tax Return Transcript:**
Go to <https://www.irs.gov/individuals/get-transcript>. Select either "Get Transcript Online" or "Get Transcript by Mail". Be sure to request the Tax Return Transcript for 2020. Once received, mail or fax the transcript to our office. Please put the student's name on the transcript.
3. **Signed copy of your 2020 federal tax return:** Please sign the tax return even if you submitted it electronically. Include Schedules 1, 2, and 3, if you were required to file them. Mail or fax a copy to our office.

If your marital status is currently *married*, you will need to provide this information for both you AND your spouse. This is true even if you were unmarried in 2020 when you filed your taxes.

Section B

Student (and/or spouse, if applicable) will not, and are not required to, file a 2020 federal tax return. If so, complete the chart below and provide a Verification of Non-filing Letter. *See below for instructions.

My income for **2020** was from the source(s) and in the amount(s) listed below (List every employer even if they did not issue a W-2):

You must submit copies of any W-2s you received for 2020.

<u>Employer's Name</u>	<u>Student/Spouse</u>	<u>Amount Earned in 2020</u>

Enter "0" if you had no income in 2020

Total Income Earned from work: \$ _____

***IMPORTANT: For students or spouses who did not file, and were not required to file a 2020 federal tax return:**

Independent students (and their spouses, if applicable) are required to submit proof of non-filing from the IRS if a 2020 tax return was not filed. Follow the tax return transcript instructions above, but request a "Verification of Non-filing Letter" for 2020 instead of a tax return transcript. Once received, mail or fax it to our office.

Section C

By signing, I affirm that all information on this form, and any attachments, is complete and accurate to the best of my knowledge. I understand that any false statement or misrepresentation may be cause for denial, reduction, withdrawal, and/or repayment of financial aid, and I may be subject to a fine, imprisonment, or both.

Student Signature

Date