

Step Two: Tax/Income Information

The recommended and easiest way to verify income is by using the IRS Data Retrieval Tool by logging into <https://studentaid.gov/h/apply-for-aid/fafsa> and correcting/updating your FAFSA.

If you are unable to utilize the IRS Data Retrieval tool on the FAFSA, please submit a signed copy of your 2021 federal tax return 1040. You must also submit Schedules 1, 2 and/or 3 if these schedules were filed with your 1040.

Are you (the student) married? _____ **YES** _____ **NO** (Note, if student is married, 2021 income data must be submitted for both student and spouse.)

2021 Tax/Income Information. Complete appropriate option(s) below.

STUDENT: (select one option)

- **Option 1** _____ **I (student) filed a 2021 federal tax return with the IRS.** I have utilized the IRS Data Retrieval Tool or I will submit a signed 2021 federal tax return 1040 and Schedules 1, 2 and 3 if applicable.
- **Option 2** _____ **I (student) did not file a 2021 federal tax return. Complete the following two items.**
 - (1) **Request a ‘Verification of Non-filing Letter’ from the IRS,** to certify a 2021 IRS income tax return was not filed. Request the ‘Verification of Non-filing Letter’ at www.irs.gov/individuals/get-transcript or by completing IRS Form 4506-T, www.irs.gov/pub/irs-pdf/f4506t.pdf. If you use Form 4506-T, make sure you check box 7 and mail/fax the form to the appropriate address/number.
**** If student is unable to obtain a Verification of Non-Filing letter from the IRS, contact this office for further instructions.**
 - (2) **Check the appropriate box below to verify wages earned in 2021, if any.**
_____ I did not work in 2021 and had no wages.
_____ I worked in 2021, my wage information is reported below and I have attached all 2021 W2 forms.

Employer’s Name	Amount earned in 2021, attach W2 form(s)

SPOUSE: (select one option)

- **Option 1** _____ **I (spouse) filed a 2021 federal tax return with the IRS.** I have utilized the IRS Data Retrieval Tool or I will submit a signed 2021 federal tax return 1040 and Schedules 1, 2 and 3 if applicable.
- **Option 2** _____ **I (spouse) did not file a 2021 federal tax return. Complete the following two items.**
 - (1) **Request a ‘Verification of Non-filing Letter’ from the IRS,** to certify a 2021 IRS income tax return was not filed. Request the ‘Verification of Non-filing Letter’ at www.irs.gov/individuals/get-transcript or by completing IRS Form 4506-T, www.irs.gov/pub/irs-pdf/f4506t.pdf. If you use Form 4506-T, make sure you check box 7 and mail/fax the form to the appropriate address/number.
**** If spouse is unable to obtain a Verification of Non-Filing letter from the IRS, contact this office for further instructions.**
 - (2) **Check the appropriate box below to verify wages earned in 2021, if any.**
_____ Spouse did not work in 2021 and had no wages.
_____ Spouse worked in 2021, report wage information below and attach all 2021 W2 forms.

Employer’s Name	Amount earned in 2021, attach W2 form(s)

Step Three: Signatures

I certify that the information contained on this verification worksheet is accurate and true to the best of my knowledge.

Student Signature

Date

Spouse’s Signature

Date

(Both student and spouse must sign if married. (A "wet signature" is required, electronic signature will not be accepted.)