



### Verification of 2020 Income Information for Student Tax Filers

**Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2020 or had a change in marital status after December 31, 2020.

**Instructions:** Complete this section if the student and spouse filed or will file a 2020 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](https://fafsa.gov).* In most cases, no further documentation is needed to verify 2020 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

**Check the box that applies:**

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2020 federal IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2020 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2020 Federal IRS Tax Return Transcript(s) or a signed 2020 Federal IRS Form 1040/1040A/1040EZ.**

A **2020 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by MAIL – Go to [www.irs.gov](https://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

If the student/spouse filed separate 2020 IRS income tax returns, the IRS DRT cannot be used and the **2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 income tax return and applicable schedules** must be provided for each.

- \_\_\_\_\_ Check here if a **2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 federal income tax return (IRS Form 1040/1040A/1040EZ) and applicable schedules** is provided.
- \_\_\_\_\_ Check here if a **2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 federal income tax return (IRS Form 1040/1040A/1040EZ) and applicable schedules** will be provided later.

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

### Verification of 2020 Income Information for Student Nontax Filers

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2020 income tax return with the IRS.

**Check the box that applies:**

- The student and spouse were not employed and had no income earned from work in 2020.
- The student and/or spouse were employed in 2020 and have listed below the names of all employers, the amount earned from each employer in 2020, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2020 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2020
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2020 that indicates a 2020 federal IRS income tax return was not filed with the IRS or other relevant tax authority.

- \_\_\_ Check here if confirmation of non-filing is provided.
- \_\_\_ Check here if confirmation of non-filing will be provided later.

### Verification of 2020 Income Information for Parent Tax Filers

**Important Note:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2020 or had a change in marital status after December 31, 2020.

**Instructions:** Complete this section if the parents filed or will file a 2020 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2020 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

**Check the box that applies:**

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2020 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2020 IRS income tax return information into the student's FAFSA.
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2020 Federal IRS Tax Return Transcript(s) or a signed 2020 Federal IRS Form 1040/1040A/1040EZ.**

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

A **2020 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by MAIL – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

If the parents filed separate 2020 IRS income tax returns, the IRS DRT cannot be used and the **2020 Federal IRS Tax Return Transcript(s) or a signed copy of the 2020 federal income tax return (IRS Form 1040/1040A/1040EZ) and applicable schedules** must be provided for each.

\_\_\_\_\_ Check here if a **2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 federal income tax return (IRS Form 1040/1040A/1040EZ) and applicable schedules** is provided.

\_\_\_\_\_ Check here if a **2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 federal income tax return (IRS Form 1040/1040A/1040EZ) and applicable schedules** will be provided later.

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

### Verification of 2020 Income Information for Parent Nontax Filers

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2020 federal income tax return with the IRS.

#### Check the box that applies:

- Neither parent was employed, nor neither had income earned from work in 2020.
- One or both parents were employed in 2020 and have listed below the names of all employers, the amount earned from each employer in 2020, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2020 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2020
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2020 that indicates a 2020 IRS income tax return was not filed with the IRS or other relevant tax authority.

\_\_\_\_ Check here if confirmation of non-filing is provided.  
\_\_\_\_ Check here if confirmation of non-filing will be provided later.

**Student's Name:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**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

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

**The Christ College of Nursing & Health Sciences, Office of Financial Aid,  
2139 Auburn Ave, Cincinnati, OH 45219  
Phone: 513-585-2403 Fax: 513-585-4001**

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