



Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

**C. Dependent Student's Income Information to Be Verified**

- 1. TAX RETURN FILERS - Important Note:** If the student filed, or will file, an amended 2018 IRS tax return, please let the financial aid office know as soon as possible.

**Instructions:** Complete this section if the student filed or will file a 2018 income tax return with the IRS.

**Check the box that applies:**

- ☐ The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2018 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information that was transferred in the verification process.*
- ☐ The student will submit to the school a **2018 IRS tax return transcript** – not a photocopy of your 1040, 1040A, or 1040EZ income tax return. *To obtain an IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and click on the "Get My Tax Record" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript."*
- ☐ Check here if the student's 2018 IRS tax return transcript is attached to this worksheet.
- ☐ Check here if the student's 2018 IRS tax return transcript will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.

- 2. TAX RETURN NONFILERS** – Complete this section if the student will not file and is not required to file a 2018 income tax return with the IRS.

**Check the box that applies:**

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

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2018
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

**D. Parent's Income Information to Be Verified**

Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents. *If the parents are married, and separate 2018 tax returns were filed, 2018 IRS tax return transcripts must be submitted for each parent.*

**1. TAX RETURN FILERS**

**Important Note:** If the student's parent(s), filed or will file, an amended 2018 IRS tax return, the student's financial aid administrator must be contacted before completing this section.

**Instructions:** Complete this section if the student's parent(s) filed or will file a 2018 income tax return with the IRS.

**Check the box that applies:**

- ☐ The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2018 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information transferred into the student's FAFSA to complete the verification process.*
- ☐ The parent will submit to the student's school a copy of the parent's **2018 IRS tax return transcript(s)**—not photocopies of 1040, 1040A, or 1040EZ income tax returns. *To obtain an IRS tax return transcript go to [www.irs.gov](http://www.irs.gov) and click on the "Get My tax Record" link, or call 1-800-908-9946. Make sure you order the "IRS tax return transcript" and not the "IRS tax account transcript." If the parents are married, and separate 2018 tax returns were filed, 2018 IRS tax return transcripts must be submitted for each parent.*
- ☐ Check here if a 2018 IRS tax return transcript(s) is attached to this worksheet.
- ☐ Check here if a 2018 IRS tax return transcript(s) will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.

**2. TAX RETURN NONFILERS**

Complete this section if the student's parent(s) will not file and is not required to file a 2018 income tax return with the IRS.

**Check the box that applies:**

- ☐ Neither parent was employed, nor neither had income earned from work in 2018.
- ☐ One or both parents were employed in 2018 and have 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 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form.*

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2018
<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, 2018 that indicates a 2018 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 cannot be completed until the proper documentation has been submitted to the student's school.*

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

**E. Certification and Signature**

**Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **The student and one parent whose information is reported on the FAFSA must sign and date.**

\_\_\_\_\_  
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 John A. Logan College Financial Aid Office.*

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