



**C-1. Verification of 2016 IRS Income Tax Return Information for Student Tax Filers**

**Instructions:** Complete this section if the student filed a 2016 IRS income tax return. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web.*

**Check the box that applies:**

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2016 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 2016 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 a copy of their **2016 Federal Tax Return Transcript from the IRS.**

If you are unable to locate your original tax return copy, you may obtain a 2016 IRS Tax Return Transcript by the following means:

- Online Request – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading on the IRS homepage, click "Get a Tax Transcript." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
- Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EX or IRS Form 4506-T

**Amended Tax Returns** – Tax filers who have amended their 2016 tax return should send to the Financial Aid Office a signed copy of the 2016 1040X amendment and a 2016 IRS Tax Return Transcript from the IRS which may be obtained by the following instructions above.

**C-2. Verification of 2016 Income Information for Student Nontax Filers**

**Instructions:** Complete this section if the student did not file and is not required to file a 2016 income tax return with the IRS.

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2016. Therefore, the student has not filed and is not required to file a 2016 Federal Income Tax Return.
- The student was employed in 2016 but has not filed and is not required to file a 2016 Federal Income Tax Return. List below the names of all employers, the amount from each employer in 2016, and whether an IRS W-2 form was provided. (Provide copies of all 2016 IRS W-2 forms issued to the student 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	2016 Amount Earned	IRS W-2 Provided? (Y or N)

**D-1. Verification of 2016 IRS Income Tax Return Information for Parent Tax Filers**

**Important Note:** The instructions below apply to each parent included in the household. If they filed separate tax returns for 2016, you will need to provide a Tax Return Transcript for each of them.

**Instructions;** Complete this section if the parents filed a 2016 IRS income tax return. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web.*

**Check the box that applies:**

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2016 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 2016 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 a copy of their **2016 Federal Tax Return Transcript from the IRS.**

If your parents are unable to locate their original tax return copy, they may obtain a 2016 IRS Tax Return Transcript by the following means:

- Online Request – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading on the IRS homepage, click "Get a Tax Transcript." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
- Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EX or IRS Form 4506-T

**Amended Tax Returns** – Tax filers who have amended their 2016 tax return should send to the Financial Aid Office a signed copy of the 2016 1040X amendment and a 2016 IRS Tax Return Transcript from the IRS which may be obtained by the following instructions above.

**D-2. Verification of 2016 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 did not file and are not required to file a 2016 income tax return with the IRS.

**Check the box that applies:**

- Neither parent was employed and had income earned from work in 2016. Therefore, the parent(s) have not filed and are not required to file a 2016 Federal Income Tax Return.
- One or both parents were employed in 2016 but have not filed and are not required to file a 2016 Federal Income Tax Return. List below the names of all employers, the amount from each employer in 2016, and whether an IRS W-2 form was provided. (Provide copies of all 2016 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	2016 Amount Earned	IRS W-2 Provided? (Y or N)

**Certification and Signatures**

By signing this worksheet, we certify that all the information reported to qualify for Federal Student aid is complete and correct. We understand that corrections may be necessary as a result of the verification and that adjustments to my financial aid eligibility may be required.

 \_\_\_\_\_  
 Student's Signature (Required)

 \_\_\_\_\_  
 Date

 \_\_\_\_\_  
 Parent's Signature (Required)

 \_\_\_\_\_  
 Date

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both. Also, you may be subject to disciplinary action by the College.**

**Do not mail this worksheet to the U.S. Department of Education.**

**Return this worksheet to the Financial Aid Office at:**

**Financial Aid Office – Alexander City Campus**  
**1675 Cherokee Road**  
**Alexander City, AL 35010**

**Financial Aid Office – Childersburg Campus**  
**34091 US Hwy 280**  
**Childersburg, AL 35044**

**Financial Aid Office – Talladega Center**  
**1009 South Street East**  
**Talladega, AL 35160**

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

The Free Application for Federal Student Aid (FAFSA) is the only form that a student is required to complete to be considered for student assistance from any of the Title IV, HEA programs. No additional application or other request for information can be required by an institution in support of the student's request for Title IV, HEA program assistance, except for information needed to ensure the student's eligibility for such assistance (e.g., information needed to complete verification or to demonstrate compliance with the student eligibility provisions of the HEA and the regulations).

It is the official policy of the Alabama Community College System that no person shall, on the grounds of race, color, handicap, gender, religion, creed, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Central Alabama Community College will make reasonable accommodations for qualified disabled applicants or employees.