



## STUDENT: Complete either D or E

### D. STUDENT TAX RETURN FILERS

**Important Note:** If you filed, or will file, an amended 2017 Federal income tax return, you cannot use the IRS Data Retrieval Tool. You must request a Return Transcript and an Account Transcript at [www.IRS.gov](http://www.IRS.gov), or call 1-800-908-9946. If you have been a victim of identity theft, please contact our office for instructions.

**Read Instructions:** Complete this section if you filed or will file a 2017 income tax return with the IRS. The best way to verify income is by using the IRS Data Retrieval Tool that is part of the FAFSA on the Web. If you have not already used the tool, go to [FAFSA.gov](http://FAFSA.gov), log into your FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2017 IRS income tax information into your FAFSA. For electronic filers, it takes up to two weeks for IRS income information to be available to use with the Data Retrieval Tool and up to eight weeks for paper return filers.

**Check the box that applies:**

- I have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer my 2017 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. (The school will use the IRS information that was transferred in the verification process.)
- I have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer my 2017 IRS income information into my FAFSA once I have filed a 2017 IRS tax return. (See instructions above for information on how to use the IRS Data Retrieval Tool.) The verification process cannot be completed until the IRS information has been transferred into the FAFSA.
- I am unable or chose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will submit to the school a **2017 IRS tax return transcript**—not a photocopy of my income tax return. To obtain an IRS tax return transcript, go to [www.IRS.gov](http://www.IRS.gov) and click on the “Get Your 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.” You will need your social security number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2017 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.
- Check here if your 2017 IRS tax return transcript is attached to this worksheet.
- Check here if your 2017 IRS tax return transcript will be submitted to the school later. Verification cannot be completed until the 2017 IRS tax return transcript has been submitted to the school.

### E. STUDENT NOT FILING TAX RETURN:

Complete this section if you will/did not file a 2017 income tax return with the IRS. You may also need to submit a letter of Non-filing from the IRS. You can request this letter by mail with the Form 4506T. The form is available at [www.irs.gov](http://www.irs.gov) or in the Financial Aid Office.

**Check the box that applies:**

- I was not employed and had no income earned from work in 2017.
- I was employed in 2017 and have listed below the names of all my employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is attached. (Attach copies of all 2017 IRS W-2 forms issued 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 your name and GSC ID number at the top.

Employer’s Name	2017 Amount Earned	IRS W-2 Attached?

## PARENT: Complete either F or G

### F. PARENT TAX RETURN FILERS

**Important Note:** If you filed, or will file, an amended 2017 IRS tax return, you cannot use the IRS Data Retrieval Tool, and must request a Return Transcript and an Account Transcript at [www.IRS.gov](http://www.IRS.gov), or call 1-800-908-9946. If you have been the victim of identity theft, please contact our office for instructions.

**Read Instructions:** Complete this section if you filed or will file a 2017 income tax return with the IRS. The best way to verify income is by using the IRS Data Retrieval Tool that is part of the FAFSA on the Web. If you have not already used the tool, go to [FAFSA.gov](http://FAFSA.gov). Log into the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2017 IRS income tax information into the student's FAFSA. For electronic filers, it takes up to two weeks for IRS income information to be available to use with the Data Retrieval Tool and up to eight weeks for paper IRS return filers. If you need more information about when or how to use the IRS Data Retrieval Tool, please see your financial aid administrator.

**Check the box that applies:**

- I have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2017 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. (The school will use the IRS information that was transferred in the verification process.)
- I have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2017 IRS income information into the student's FAFSA once the parent has filed a 2017 IRS tax return. See instructions above for information on how to use the IRS Data Retrieval Tool. The verification process cannot be completed until the IRS information has been transferred into the FAFSA.
- I am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will submit to the school a **2017 IRS tax return transcript**—not a photocopy of my income tax return. To obtain an IRS tax return transcript, go to [www.IRS.gov](http://www.IRS.gov) and click on the "Get Your 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." You will need your social security number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2017 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.
- Check here if your 2017 IRS tax return transcript is attached to this worksheet.
- Check here if your 2017 IRS tax return transcript will be submitted to the student's school later. Verification cannot be completed until the 2017 RS tax return transcript has been submitted to the school.

### G. PARENTS NOT FILING A TAX RETURN:

Complete this section if you will/did not file a 2017 income tax return with the IRS. You may also need to submit a letter of Non-filing from the IRS. You may request this letter by mail with the Form 4506T. The form is available at [www.irs.gov](http://www.irs.gov) or in the Financial Aid Office.

**Check the box that applies:**

- I (and, my spouse, if married) was not employed and had no income earned from work in 2017.
- I (and, my spouse, if married) was employed in 2017. I have listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is attached. (Attach copies of all 2017 IRS W-2 forms issued 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 GSC ID number at the top.

Employer's Name	2017 Amount Earned	IRS W-2 Attached?

**H. Other Information to Be Verified – check all that apply**

- One or more of the persons listed in Section B of this worksheet received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) during the 2017 or 2018 calendar years.
- One or more of the persons listed in Section B of this worksheet received Medicaid in 2017.
- One (or both) parents listed in Section B received child support. (If you checked this box please enter the total amount of child support received in 2017. \$\_\_\_\_\_.
- One (or both) of the student’s parents listed in Section B paid child support in 2017. Please indicate below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid

**I.** Did you or your parents receive any other untaxed income in 2017? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, please list the types and annual amounts of other untaxed income received in 2017.

Worker’s Compensation \_\_\_\_\_ You \_\_\_\_\_ Parents \$ \_\_\_\_\_

Insurance Settlement \_\_\_\_\_ You \_\_\_\_\_ Parents \$ \_\_\_\_\_

Pension / Other \_\_\_\_\_ You \_\_\_\_\_ Parents \$ \_\_\_\_\_

SSI  or Social Security  \_\_\_\_\_ You \_\_\_\_\_ Parents \$ \_\_\_\_\_

**J.** Have you attended any school since high school? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please list all **school(s)** and **date(s)** attended:

\_\_\_\_\_ From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**K.** Will you receive educational benefits from Veteran’s Benefits, National Guard, Worker’s Compensation, Rehabilitation, WIA, AmeriCorps, Promise or any outside Scholarships? \_\_\_\_\_ Yes \_\_\_\_\_ No If so, list type and anticipated yearly amount.

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

If asked, I will provide any additional documents requested. By signing this worksheet, I certify that all of the information reported to qualify for federal student aid is complete and correct.

**WARNING: IF YOU PURPOSELY GIVE FALSE OR MISLEADING INFORMATION ON THIS WORKSHEET, YOU MAY BE FINED, SENTENCED TO JAIL, OR BOTH.**

\_\_\_\_\_  
 Student’s Signature \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
 One Parent’s Signature \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Return form to: **Office of Financial Aid**  
**Glennville State College**  
**200 High Street**  
**Glennville, WV 26351**  
**(304) 462-4103 office**  
**(304) 462-4407 fax**  
[financial.aid@glennville.edu](mailto:financial.aid@glennville.edu)