

## **Instructions for Income Information Required on the Verification Worksheet**

If you have been selected for verification, you must verify the income you reported on your financial aid application (FAFSA). The following are ways to verify your income information:

### **Request an IRS Tax Return Transcript**

You will need your Social Security Number (SSN), date of birth, and the address on file with the IRS (normally this will be the address used when your 2015 IRS tax return was filed).

To obtain an IRS tax return transcript:

#### ***Online***

- 1) Go to IRS.gov
- 2) Under 'Tools', click on 'Get a Tax Transcript'
- 3) Read information on page and select either 'Get Transcript ONLINE' or 'Get Transcript by MAIL' and follow the instructions. ***Make sure to request the "IRS tax return transcript" and NOT the "IRS tax account transcript" for 2015.***

If you are unable to get a tax transcript via IRS.gov, call the IRS automated phone transcript service at (808) 908-9946.

### **Non-U.S. Tax Filer Income Information**

If the student and/or spouse or parent(s) filed a 2015 tax document with either a U.S. Territory (Guam, American Samoa, U.S. Virgin Islands) or Commonwealth (Puerto Rico and the Northern Mariana Islands), please contact the relevant taxing authority to obtain a copy of the 2015 transcript.

If unable to attach copy of transcript, a copy of the signed tax document with proof of fees charged for request of an official transcript is also acceptable.

### **Non-Filer Income Information**

If selected for verification, non-filer students and/or spouses and parent(s) of dependent students must complete the non-tax filer portion of the student's verification worksheet. If income was earned in 2015, the student must also attach appropriate documentation (W-2/wage statements).

If W-2/wage statements are not available, IRS Wage and Income transcripts are also an acceptable form of income verification.

To obtain a Wage and Income Transcript:

#### ***Online***

- 1) Go to IRS.gov
- 2) Under 'Tools', click on 'Get a Tax Transcript'
- 3) Read information on page and select either 'Get Transcript ONLINE' or 'Get Transcript by MAIL' and follow the instructions. ***Make sure to request the "Wage and Income Transcript" for 2015.***

If no income was earned in 2015, enter "0" on the verification worksheet.