2014–2015 Independent Student 2013 IRS Income Tax Verification

LIFE UNIVERSITY

Student's Name _____

Student's ID/ Social Security Number _____

Your 2014–2015 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, Life University may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information the verification coordinator will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Financial Aid Office at Life University.

Income Information to be Verified

☐ The student and/or spouse has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2013 IRS income tax return information into the student's FAFSA.

☐ The student and/or spouse has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to transfer 2013 IRS income tax return information into the student's FAFSA once the 2013 IRS income tax return has been filed.

☐ The student and/or spouse is unable or chose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide Life University a **2013 IRS income Tax Return Transcript(s).**

- ☐ Check here if a 2013 IRS Tax Return Transcript(s) is provided
- ☐ Check here if a 2013 IRS Tax Return Transcript(s) will be provided later

* If the student and spouse filed separate 2013 IRS income tax returns, 2013 IRS Tax Return Transcripts must be provided for both. Verification cannot be completed until the IRS tax return transcript(s) has been submitted.

If an individual filed an amended IRS income tax return for tax year 2013, provide both of the following:

- A signed copy of the original 2013 IRS income tax return that was filed with the IRS or a 2013 IRS Tax Return Transcript for the 2013 tax year; and
- A signed copy of the 2013 IRS Form 1040X "Amended U.S. Individual Income Tax Return" that was filed with the IRS.

Instructions for the IRS Data Retrieval Tool: The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web.

- If the student or parent has not already used the tool, go to www.FAFSA.gov, log in to 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 the student or parent(s) are eligible to use the IRS Data Retrieval Tool to transfer 2013 IRS income tax information into the student's FAFSA.
- It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

Instructions for obtaining a 2013 IRS Tax Return Transcript: Keep in mind 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.

- Visit www.IRS.gov and click on "Get Transcript for My Tax Records." Make sure you indicate "Get Transcript Online" and create an account.
- Call 800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript."
- Go to a Taxpayer Assistance Center found at www.irs.gov/uac/Contact-Your-Local-IRS-Office-1.

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Student and/or Spouse Nontax Filers:

☐ The student and/or spouse was not employed and had no income earned from work in 2013.

☐ The student and/or spouse was employed in 2013 and has listed below the names of all employers, the amount earned from each employer in 2013, and whether an IRS W-2 form is provided. Provide copies of all 2013 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.

Employer's Name	2013 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	*$2,000.00 (example)*	*Yes (example)*

Certification and Signatures

I certify that all of the information reported on this worksheet is complete and correct.

WARNING: If you purposely give false or misleading information, you may be fined, be sentenced to jail, or both.

Student's Signature _____ Date _____