



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

1. TAX RETURN FILERS—**Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns, or had a change in marital status after December 31, 2018.

**Instructions:** Complete this section if the student, filed or will file a 2018 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. In most cases, no further documentation is needed to verify 2018 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.*

**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.
- The student has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2018 IRS income information into the student's FAFSA.
- The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **2018 IRS tax return transcript**.

A **2018 IRS Tax Return Transcript** may be obtained through:

- o Get Transcript by MAIL – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- o Get Transcript ONLINE – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- o Automated Telephone Request – 1-800-908-9946
- o Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T
  - Check here if the student's IRS tax return transcript is attached to this worksheet.*
  - Check here if the student's 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 Social Security Number at the top.*

Employer's Name	IRS W-2 Attached?	2018 Amount Earned
<i>Suzy's Auto Body Shop (example)</i>	<i>Yes(example)</i>	<i>\$2,000.00(example)</i>
Total Amount of Income Earned From Work		\$

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

1. TAX RETURN FILERS—**Important Note:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed an amended 2018 IRS income tax return, or had a change in marital status after December 31, 2018.

**Instructions:** Complete this section if the student's parent(s) filed or will file a 2018 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. In most cases, no further documentation is needed to verify 2018 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.*

**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.
- The student's parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2018 IRS income information into the student's FAFSA.
- The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's **2018 IRS tax return transcript(s)**.

A **2018 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by MAIL – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
- Get Transcript ONLINE – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

- Check here if an IRS tax return transcript(s) is attached to this worksheet.*
- Check here if 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.

Provide documentation from the IRS 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 nonfiling is provided.
- Check here if confirmation of nonfiling will be provided later.

**Check the box that applies:**

- The parent(s) was not employed and had no income earned from work in 2018.
- The parent(s) was employed in 2018 and has listed below the names of all the parent'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 parent(s) by employer(s). *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 Social Security Number at the top.*

Employer's Name	IRS W-2 Attached?	2018 Amount Earned
<i>Suzy's Auto Body Shop (example)</i>	<i>Yes (example)</i>	<i>\$2,000.00 (example)</i>
Total Amount of Income Earned From Work		\$

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

### E. High School Completion Status

Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2020–2021:

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student's General Educational Development (GED) certificate or GED transcript.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.

\*Please note that if you have already sent your transcripts to the Admissions office, you do not need to send a copy to the Financial Aid office.

### F. Identity and Statement of Educational Purpose (To Be Signed at the Institution OR Completed with a Notary)

The student must appear in person at Davis College to verify his or her identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.

In addition, the student must sign, *in the presence of* the institutional official, the following:

#### Statement of Educational Purpose

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose  
(Print Student's Name)

and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Davis College for 2020–2021.

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

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's SSN)

If the student is unable to appear in person at Davis College to verify his or her identity, the student must provide:

- a. A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver's license, other state-issued ID, or passport; and
- b. The original notarized Statement of Educational Purpose provided.

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**Notary's Certificate of Acknowledgement (only necessary if not signing in front of the Financial Aid Director)**

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Notary's name)

personally appeared, \_\_\_\_\_, and provided to me  
(Printed name of signer)

on basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal**  
(seal)

\_\_\_\_\_  
(Notary signature)

My commission expires on \_\_\_\_\_  
(Date)

**G. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date. **Electronic signatures will not be accepted.**

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

*Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to:  
Davis College Financial Aid  
1 Chrisfield Avenue  
Johnson City, NY 13790*

*or nsaravanapavan@davisny.edu*

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