

Step 3 – Student’s Tax Filing Status – Calendar Year 2016

- _____ Student had **no income** in 2016.
- _____ Student **has used** the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student’s FAFSA. Complete the table below.
- _____ Student **has not yet used** the IRS Data Retrieval Tool in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS income tax return information once the 2016 IRS income tax return has been filed. Complete the table below.
- _____ Student is **unable or chooses not to use** the IRS Data Retrieval Tool in *FAFSA on the Web*, but will provide the school with a **2016 IRS Federal Tax Return Transcript** (go to www.IRS.gov and order under **Tools**). Complete the table below.
- _____ Student had income in 2016 but **did not file** a federal tax return. Complete the table below.
 - Provide a copy of any W2(s) for 2016

Sources of Income or Employer’s Name	IRS W-2 Provided?	Amounts earned in 2016

Step 4 – Parent(s) or Student’s Spouse Tax Filing Status – Calendar Year 2016

- _____ Had **no income** in 2016.
 - Provide an IRS Verification of Non-Filing Letter
- _____ **Has used** the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student’s FAFSA. Complete the table below.
- _____ **Has not yet used** the IRS Data Retrieval Tool in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS income tax return information once the 2016 IRS income tax return has been filed. Complete the table below.
- _____ **Unable or chooses not to use** the IRS Data Retrieval Tool in *FAFSA on the Web*, but will provide the school with a **2016 IRS Federal Tax Return Transcript(s)** (go to www.IRS.gov and order under **Tools**). Complete the table below.
- _____ Had income in 2016 but **did not file** a federal tax return. Complete the table below.
 - Provide an IRS Verification of Non-Filing Letter
 - Provide a copy of any W2(s) for 2016

Sources of Income or Employer’s Name	IRS W-2 Provided?	Amounts earned in 2016

Step 5 – Certification: By signing I certify that all of the information reported is correct. A hand written signature, not typed, is required:

Student signature

Date

Parent signature (or student spouse’s signature if married)

Date

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