



**Step 3 – Student’s Tax Filing Status – Calendar Year 2017**

- \_\_\_\_\_ Student had **no income** in 2017.
- \_\_\_\_\_ Student **has used** the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student’s FAFSA. **Complete the table below and attach documentation\***.
- \_\_\_\_\_ Student **has not yet used** the IRS Data Retrieval Tool in *FAFSA on the Web*, but will use the tool to transfer 2017 IRS income tax return information once the 2017 IRS income tax return has been filed. **Complete the table below and attach documentation\***.
- \_\_\_\_\_ 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 **2017 IRS Federal Tax Return Transcript** (go to [www.irs.gov](http://www.irs.gov) and order under **Tools**). **Complete the table below and attach documentation\***.
- \_\_\_\_\_ Student had income in 2017 but **did not file** a federal tax return. **Complete the table below and attach documentation\***.
  - Provide an IRS Verification of Non-Filing Letter (only if the student is considered **Independent**)

Sources of Income or Employer’s Name	IRS W-2 Provided? *	Amounts earned in 2017

*\* You must provide a copy of all 2017 IRS W-2(s) or equivalent document(s) issued to the student by their employers*

**Step 4 – Parent(s) or Student’s Spouse Tax Filing Status – Calendar Year 2017**

- \_\_\_\_\_ Had **no income** in 2017.
  - Provide an IRS Verification of Non-Filing Letter
- \_\_\_\_\_ **Has used** the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student’s FAFSA. **Complete the table below and attach documentation\***.
- \_\_\_\_\_ **Has not yet used** the IRS Data Retrieval Tool in *FAFSA on the Web*, but will use the tool to transfer 2017 IRS income tax return information once the 2017 IRS income tax return has been filed. **Complete the table below and attach documentation\***.
- \_\_\_\_\_ **Unable or chooses not to use** the IRS Data Retrieval Tool in *FAFSA on the Web*, but will provide the school with a **2017 IRS Federal Tax Return Transcript(s)** (go to [www.irs.gov](http://www.irs.gov) and order under **Tools**). **Complete the table below and attach documentation\***.
- \_\_\_\_\_ Had income in 2017 but **did not file** a federal tax return. **Complete the table below and attach documentation\***.
  - Provide an IRS Verification of Non-Filing Letter

Sources of Income or Employer’s Name	IRS W-2 Provided? *	Amounts earned in 2017

*\* You must provide a copy of all 2017 IRS W-2(s) or equivalent document(s) issued to the parent(s) or spouse by their employers*

**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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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