

2016-2017 Verification Worksheet

DEPENDENT **Student Income** **Information**

Student: _____

Please read through all of the information before providing answers, signatures, or documentation. Once you have completed this worksheet return it to the Financial Aid Office at Bridgerland Applied Technology College (BATC) along with the Dependent Student Certification & Signature page and any other items you are required to complete.

STUDENT INCOME INFORMATION

Your income information must be verified and you are required to provide to BATC documentation of certain information you reported. Select one:

☐ **I did not file** and am not required to file a 2015 income tax return with the IRS although **I was employed** in 2015. *List below the names of your employers and the amount earned from working in 2015. Use your W-2 to determine amounts earned or an employer issued earnings statement if a W-2 is not available. Submit copies of documents used. Note: You may be required to provide documentation from the IRS that indicates a 2015 IRS income tax return was not filed with the IRS.*

Employer	2015 Amount Earned	Document attached
	\$	
	\$	
	\$	

☐ **I did not file** and am not required to file a 2015 income tax return with the IRS. **I was not employed** and had no income from working in 2015.





☐ **I filed my 2015 income tax return** with the IRS and have now **used the Data Retrieval Tool (DRT)** in FAFSA on the Web to report my income information.

INSTRUCTIONS FOR USING THE DRT: *BATC, along with the Department of Education, encourages students to use the IRS Data Retrieval Tool (DRT) in FAFSA on the Web to import data from their tax return and not change it. It is the fastest, easiest, and most secure method of meeting verification requirements for tax information. Go to FAFSA.ed.gov, log in to your FAFSA record, select "Make FAFSA Corrections" and navigate to the Financial Information section of the form. Follow the instructions to determine if you are eligible to use the IRS DRT. It may take two weeks from filing your taxes electronically or up to eight weeks for a paper return filer for IRS income information to be available for the DRT. If you need help with this method, call 1(800)433-3243.*

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☐ **I filed my 2015 income tax return** with the IRS but have not used or choose not to use the Data Retrieval Tool. **I will request my 2015 Tax Return Transcript** today and will provide it to BATC as soon as it is obtained. **Do not** provide a copy of the income tax return.

INSTRUCTIONS FOR OBTAINING A TAX RETURN TRANSCRIPT: *If a student chooses not to use (or is unable to use) the IRS Data Retrieval Tool in FAFSA on the Web the student must submit an IRS tax return transcript. There are several options you may use to order your tax return transcript:*

-  Request your IRS tax return transcript on-line at www.irs.gov Under Tools, click on the “Get a transcript” link to **download and print immediately**; OR have it mailed to you in 5-10 days. Be sure to request the Tax Return Transcript
-  Call the IRS at 1-800-908-9946 and use their quick and easy automated transcript order line.
-  Complete and mail Form 4506-T (or use Form 4506T-EZ). This form is available from the IRS web-site.
-  Visit the IRS in person to obtain your tax return transcript. The closest IRS office is located at 324 25th Street in Ogden. Hours of operation: 8:30-12 and 1-4:30. Phone:(801) 626-0753 information only line, or 1(800) 829-1040.

The date I selected one of the above: ____/____/____