



C. Income Information

STUDENT:

Check one box:

- The student has used the IRS DRT in FAFSA on the Web to transfer 2016 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a **2016 IRS Tax Return Transcript(s)**.
- The student did not work and will not file a tax return.
- The student did work and will not file a tax return.

Please provide copies of all 2016 W-2 Forms

The best way to verify income is by using the IRS Data Retrieval Tool (DRT) that is part of FAFSA on the Web. If you have not already used the tool, go to FAFSA.gov, log into the student's 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 Data Retrieval Tool to transfer 2016 IRS income tax information into your FAFSA. Be sure to electronically sign and submit the updated FAFSA. To obtain a 2016 IRS Tax Return Transcript online, go to www.irs.gov and under the Tools heading, click "Get a tax transcript". Click "Get Transcript ONLINE", or call 1-800-908-9946. Be sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript."

PARENT:

Check one box:

- The parent(s) have used the IRS DRT in FAFSA on the Web to transfer 2016 IRS income tax return information into the student's FAFSA.
- The parent(s) have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA once the 2016 IRS income tax return has been filed.
- The parent(s) are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a 2016 IRS Tax Return Transcript(s).
- The parent(s) did not work and will not file a tax return; a **2016 Verification of Non-Filing Letter** from the IRS will be provided.
- The parent(s) did work but will not file a tax return; a **2016 Verification of Non-Filing Letter** from the IRS will be provided.
- The parent(s) have filed a Tax Extension and will provide the school a copy of **IRS Form 4868, "Application for Automatic Extension to File U.S. Individual Tax Return"**, A copy of the IRS's approval for an extension beyond the automatic six-month extension; **Verification of non-filing letter dated after October 1, 2017; IRS Form W-2** or if self-employed, a **signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2016.**
- The Parent has filed an Amended IRS Income Tax Return. Provide a copy of a **2016 IRS Tax Return Transcript and a signed copy of the 2016 IRS Form 1040X, "Amended U.S. Individual Income Tax Return"**, that was filed with the IRS.

Please provide copies of all 2016 W-2 Forms

D. Other Information

Child Support Paid:

| Name of the person who paid child support | Name of person to whom child support was paid | Name of Child for whom support was paid | Amount of Child support paid in 2016 |
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E. Certification and Signatures

*Each person signing below certifies that the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

Student's Signature

Date

Parent's Signature

Date

Return Completed Financial Aid Office
Form to: PO Box 947
Emory, VA 24327

FAX: 276-944-6884
E-mail: ehfinaid@ehc.edu
Local: 276-944-6940