





**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](http://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.”

**SPOUSE:**

**Check one box:**

- The spouse has used the IRS DRT in FAFSA on the Web to transfer 2016 IRS income tax return information into the student’s FAFSA.
- The spouse 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 spouse 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 spouse did not work and will not file a tax return.
- The spouse did work and will not file a tax return.

*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 2015

**E. Certification and Signatures**

Each person signing below certifies that the information reported is complete and correct.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse’s Signature

\_\_\_\_\_  
Date

**Return Completed Form to:** Financial Aid Office  
PO Box 947  
Emory, VA 24327  
Local: 276-944-6940  
FAX: 276-944-6884  
E-mail: ehfinaid@ehc.edu