

**PARENT EARNED INCOME VERIFICATION**

Student's name: \_\_\_\_\_ Phone: \_\_\_\_\_

**SECTION A. Parent's Income Information:**

**Tax Return Filers:** Check the appropriate box and see Page 2 for instructions to provide 2015 tax information.

- Parent(s) filed a 2015 federal tax return and used the IRS Data Retrieval Tool in FAFSA on the Web.
- Parent(s) filed a 2015 federal tax return and did not use the IRS Data Retrieval in FAFSA on the Web. Instead, parent(s) are attaching a 2015 IRS Tax Return Transcript.
- Parents(s) have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to transfer 2015 tax return information to the student's FAFSA.
- Parents are *unmarried and living together* OR *married* and filed separate 2015 federal tax returns. We are attaching *two* 2015 IRS Tax Return Transcripts – one for each parent.

**Non-Filers:** Check the appropriate box and complete the worksheet below if you did work in 2015.

- Parent(s) did NOT work in 2015.
- Parent(s) did work in 2015 but will not file and are not required to file a 2015 Federal tax return. **My parent(s) are attaching copies of all W-2 forms received.**

Did your parent(s) earn income in 2015 for which they did not receive a W-2?     NO     YES  
If YES, complete the box below:

Source of earned income for which you did not receive a W-2	Amount Earned in 2015

Check this box and attach a separate page with student's name and JCC ID number at the top if more space is needed.

**SECTION B. Certification:**

*I certify that all information provided in this document is true, complete and accurate. I understand that if I purposely give false or misleading information I may be fined, sentenced to jail, or both.*

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

**JCC Financial Aid Office | PO Box 20 | Jamestown, NY 14702-0020**  
Jamestown 716.338.1009 | 1.800.388.8557 ext 1009 | Olean 716.376.7512 | 1.800.388.8557 ext 7512  
FAX 716.338.1459 | EMAIL [financialaid@mail.sunyjcc.edu](mailto:financialaid@mail.sunyjcc.edu)  
We recommend you mail your documents via the US Postal Service to protect your personal information.

# **Parent Earned Income Verification INSTRUCTIONS**

## **SECTION A: Parent's Income Information**

If your parent(s) checked the box indicating that they did work but were not required to file, they must attach copies of all W-2 forms received. If your parent(s) earned income for which they did not receive a W-2, they must complete the worksheet to provide detail of the income earned. If more space is required, attach a separate paper with Student's JCC ID number and the wage earner, employer information, and amount earned in 2015.

### **How do I provide 2015 tax return information for verification?**

The best way to verify income is by using the **IRS Data Retrieval Tool (DRT)** that is part of the FAFSA on the Web. If you have not already used the tool, go to [www.fafsa.gov](http://www.fafsa.gov), log in and select "Make FAFSA Corrections." In the Financial Information section of the form, follow the instructions to determine if you are eligible to use the IRS DRT to transfer 2015 IRS income tax information into your FAFSA. You should be able to use the IRS DRT within 2-3 weeks after filing your return. Both the student and parent, if dependent, should use the DRT.

If you are unable or choose not to use the IRS DRT, you **must** obtain an IRS tax return transcript (***copies of your original Form 1040 tax return are not acceptable for verification purposes***). In most cases, for electronic filers, a 2015 IRS Tax Return Transcript is available from the IRS within 2-3 weeks after filing. If you filed a paper return, expect 8-11 weeks for your transcript to be available. See the table below for more information about when your tax information should be available.

To request an IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and click the "Get a Tax Transcript" link. Use the Social Security Number and date of birth of the first person listed on the 2015 tax return and the address on file with the IRS (normally the address used on your 2015 IRS tax return). If you are having difficulty retrieving your data you can check the correct format of your address at [www.usps.com](http://www.usps.com). Click on "Look Up a ZIP Code" and follow instructions to retrieve your address. Make sure you request the "**Tax Return**" transcript and **not** the "Tax Account" transcript.

If you are unable or choose not to use the DRT and cannot order your tax return transcript at [www.irs.gov](http://www.irs.gov), you must call the IRS at 1-800-908-9946 to receive a transcript by mail.

The IRS will mail the tax return transcript to the address on then tax return. Provide the transcript to the financial aid office.

### **When will 2015 tax return information be available for IRS DRT or a Tax Return Transcript?**

	<b><u>Electronic Tax Filers:</u></b>	<b><u>Paper Tax Filers:</u></b>
You expect a refund	Within 3 weeks of filing	Within 8-11 weeks of filing
You paid a balance due with return	Within 3 weeks of filing	Mid-July
You paid a balance due after filing	Within 4 weeks of final payment	Mid-July
You still owe a balance to the IRS	Mid-June	Mid-July

### **Special Situations:**

**Amended Returns** - If you filed an amended tax return, you must submit a 2015 IRS Tax Return Transcript, and a signed copy of your Form 1040-X, "Amended U.S. Individual Income Tax Return."

**Victims of IRS Identity Theft** - A victim of IRS identity theft who is not able to obtain a 2015 IRS Tax Return Transcript or use the IRS DRT must contact the IRS at 1-800-908-4490 to receive a printout of the tax return by mail. Submit this printout along with a signed statement indicating that you were a victim of IRS tax-related Identity theft and that the IRS has been made aware of the tax-related identity theft to the financial aid office.

**Non-IRS Income Tax Returns**-An individual who filed or will file a 2015 income tax return with Puerto Rico, another U.S. territory, or with a foreign country must provide a signed copy of the 2015 income tax return.