

## INCOME-TAX VERIFICATION – PARENT

**PARENT TAX FILERS – do not submit this form:**

If parent(s) **did file, will file, or were required to file** a 2018 federal tax return, do **not** submit this form to the financial aid office. Instead, see *Parent Tax Filer Instructions* on page 2.

**PARENT NON-TAX FILER:**

Submit this form if parent **did NOT file** and **was not required to file** a 2018 federal tax return. If a second parent listed on the FAFSA also did not file and was not required to file for 2018, complete the IRSP2 form.

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

**Name of parent:** \_\_\_\_\_ **Last 4 digits of parent's SSN:** \_\_\_\_\_

**Parent non-filing status:** A Verification of Non Filing (VONF) transcript from the IRS must be submitted for each parent listed on the FAFSA **who did not file taxes**. See *Instructions for Obtaining Tax Transcripts from the IRS* on page 2.

Check appropriate box:

- VONF for tax year 2018 is being submitted with this form.
- VONF for tax year 2018 request has been sent to IRS, but not received, and will be submitted on receipt.

**Parent employment status:** Check **one** box below for employment status that applies to parent non-tax filer listed above.

- Parent **was NOT employed**, and had no income earned from work in 2018. **Or -**
- Parent **was employed in 2018** but **was not required to file federal taxes**.

↳ In the box below list the names of employers, amount earned from each employer in 2018, and if an IRS W2 form or equivalent is provided. **List every employer even if the employer did not issue a W2 form.**

**All 2018 IRS W2 forms issued to the parent by their employer(s) must be submitted.** If parent did not keep W2(s) see page 2 for obtaining wage transcripts from the IRS as an alternative to W2 form(s).

| Name of Parent     | Name of Employer   | W2 or equivalent document provided? | Annual Amount Earned in 2018 |
|--------------------|--------------------|-------------------------------------|------------------------------|
| (Example) Mary Doe | ABC Auto body Shop | YES                                 | \$4500.00                    |
|                    |                    |                                     |                              |
|                    |                    |                                     |                              |
|                    |                    |                                     |                              |

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

**Certification:** Each person signing below certifies that parent named above **did not file and was not required to file** a 2018 federal tax return, and that **all of the information reported is complete and correct**.

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

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

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

## **PARENT TAX FILER INSTRUCTIONS**

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If parent(s) filed a 2018 federal tax return, **do not submit page 1** to the financial aid office. Instead, provide parent tax data by one of the following three methods.

- Use the IRS Data Retrieval Tool (DRT) within the FAFSA to transfer tax data from the IRS (preferred option) *or*,
- Submit a copy of parent(s) 2018 Tax Return Transcript available from the IRS *or*,
- Submit a signed copy of parent(s) 2018 federal tax return with applicable schedule(s).

The best way to provide tax data is to use the IRS Data Retrieval Tool (IRS DRT) by making corrections to the FAFSA online at ***studentaid.gov***. The IRS DRT allows you to pull the federal tax information from the Internal Revenue Service's System directly into the FAFSA. A parent who is unable or chooses not to use the IRS DRT within the FAFSA can submit a signed copy of their 2018 federal tax return and applicable schedule(s), or a 2018 tax return transcript (not a tax *account* transcript). See next paragraph for obtaining tax transcripts from the IRS.

## **INSTRUCTIONS FOR OBTAINING TAX TRANSCRIPTS FROM THE IRS**

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The IRS offers the following **transcript types** at no charge:

- **Verification of Non-Filing Letter (VONF)** is required of parents who did not file and were not required to file a 2018 federal tax return. This transcript is available using Get Transcript Online or Form 4506-T.
- **Tax Return Transcript** is the transcript required by the financial aid office for tax filer verification. A tax **account** transcript is **not** the same as a tax **return** transcript and does not satisfy the financial aid requirement.
- **Wage and Income Transcript** shows data from the W2, 1099, 1098 and Form 5498, IRA Contribution Information. This transcript can be submitted instead of W2s and is available using Get Transcript Online or Form 4506-T.
- **Record of Account Transcript** is not to be confused with the tax account transcript, which is **not** acceptable for verification purposes. This transcript combines tax return and tax account transcripts into one complete transcript and is available using Get Transcript Online or Form 4506-T. This transcript is acceptable for financial aid purposes.

**Instructions:** To obtain tax transcripts, register to use *Get Transcript Online* at ***irs.gov*** to view, print or download all transcript types listed below. If you are unable to register or prefer not to use *Get Transcript Online*, you can order a tax return transcript using *Get Transcript by Mail* at ***irs.gov*** or by calling 800-908-9946. Allow 5 to 10 days for delivery. You can also request any transcript type listed below by faxing or mailing *Form 4506-T Request for Transcript of Tax Return* as instructed on the form. Form 4506-T is available online at ***irs.gov***.

**Note:** When using *Get Transcript by Mail*, or ordering by phone, the primary taxpayer on a joint tax return must make the request. The secondary spouse will use *Get Transcript Online* or Form 4506-T to request this transcript.

## **INSTRUCTIONS FOR SPECIAL SITUATIONS**

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**Amended Returns:** Tax filers who filed a 2018 amended tax return must submit a signed copy of Form 1040-X Amended U.S. Income Tax Return **AND** a signed copy of the 2018 federal tax return and schedule(s) or a Tax Return Transcript.

### **Parent Marital Status has changed since Tax Year 2018:**

- If parent marital status has changed to married since the 2018 tax filing year, a signed copy of the 2018 federal tax return and applicable schedules, or a 2018 Tax Return Transcript, along with copies of all 2018 W2s, must be submitted for each parent reported on the FAFSA even though they were not married in 2018. A Verification of Non-Filing Letter, W2s (if parent worked), and page 1 of this form must be submitted for either parent who did not file a 2018 federal return.
- If parent marital status has changed to separated or divorced since the 2018 tax filing year and the 2018 return was filed as Married Filing Jointly, all W2 forms for both taxpayers on the tax return must be provided to the financial aid office, along with the signed tax return or tax return transcript, so income can be separated appropriately.

**Victim of IRS Identity Theft:** A victim of IRS identity theft who is not able to obtain a 2018 IRS Tax Return Transcript will need to contact the IRS at 1-800-908-4490 to receive a printout of the tax return transcript 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 a 2018 non-IRS income tax return with a foreign tax authority must provide a signed copy of the 2018 tax return from the relevant tax authority.