

C. Obtaining Verified Income Information from the IRS – ALL APPLICANTS

Using the IRS Data Retrieval Tool (PREFERRED METHOD):

You can verify income information using the IRS Data Retrieval Tool (DRT) through the FAFSA online at www.FAFSA.gov. For award year 2018-2019, 2016 taxes must be used. Most students and parents will be eligible to use the DRT.

Using Tax Return Transcript OR Verification of Non-Filing:

To verify income we will use your 2016 tax return transcript from the IRS. For award year 2018-19, 2016 taxes must be used. Please obtain the tax return transcript **or** the IRS Letter of Non-Filing using one of the methods described below:

- **Get transcript ONLINE or by MAIL** – Go to www.irs.gov/transcript. Click the appropriate option. Make sure to request the “2016 Return Transcript.”
- **IRS Form 4506-T** – Go to the FORMS section on our site: chapman.edu/finaid, download the form, and check box #6a for the “2016 Return Transcript.” Check box #7 for the “Verification of Non-Filing.” Once completed, form must be sent to the IRS directly. The Verification of Non-Filing letter must be dated on or after 10/1/2017.

D. Submitting Student Verified Tax Information – SELECT ONE METHOD

Student Method of Submission (check one below)

<input type="checkbox"/>	I have uploaded 2016 tax information via the IRS Data Retrieval Tool.
<input type="checkbox"/>	I have attached the 2016 IRS Tax Return Transcript.
<input type="checkbox"/>	I earned wages in 2016, but was not required to file taxes. I have indicated how much I earned in the section below and attached my W-2s.
<input type="checkbox"/>	I did not earn wages in 2016 and was not required to file taxes. I have indicated zero earnings in the section below.

Student wages earned from work (only complete if student DID NOT file taxes).

Employer's Name	Amount Earned
	\$
	\$

E. Submitting Parent Verified Tax Information – SELECT ONE METHOD

Parent Method of Submission (check one below)

<input type="checkbox"/>	I have uploaded 2016 tax information via the IRS Data Retrieval Tool.
<input type="checkbox"/>	I have attached the 2016 IRS Tax Return Transcript.
<input type="checkbox"/>	I earned wages in 2016, but was not required to file taxes. I have indicated how much I earned in the section below, attached my W-2s, and attached a “Verification of Non-Filing” letter from the IRS.
<input type="checkbox"/>	I did not earn wages in 2016 and was not required to file taxes. I have indicated zero earnings in the section below, and attached a “Verification of Non-Filing” letter from the IRS.

Parent wages earned from work (only complete if parent did not file taxes).

Employer's Name	Amount Earned
	\$
	\$

Parent funds received from other untaxed income.

Sources of Untaxed Income	2016 Amount	Sources of Untaxed Income	2016 Amount
Total Child Support Received	\$	Other:	\$
Untaxed Pensions	\$	Other:	\$

F. Sign this Worksheet

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date.

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

Student Signature

Student ID Number

Date

Parent Signature

Date