



## 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](http://www.FAFSA.gov). For award year 2018-2019, 2016 taxes must be used. Most students 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](http://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](http://chapman.edu/finaid), download the form, and check box #6a for the “2016 Tax Return Transcript.” Check box #7 for the “Verification of Non-Filing.” Once completed, mail form directly to the IRS. 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, 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.

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

Employer's Name	Amount Earned
	\$
	\$

## E. Submitting Spouse Verified Tax Information (if applicable) – SELECT ONE METHOD

### Spouse 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.

### Spouse wages earned from work (only complete if spouse did not file taxes).

Employer's Name	Amount Earned
	\$
	\$

### Student AND Spouse 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

Spouse Signature

Date