

The U.S. Department of Education has flagged your and your spouse's (if married) Earnings from Work on your 2018–2019 Free Application for Federal Student Aid (FAFSA). To validate your/your spouse's earnings, you must review your/your spouse's 2016 Federal Income Tax Return.

Step 1:

Determine which type of Tax Return (Form 1040, Form 1040A, or Form 1040EZ) you/your spouse submitted to the IRS. This information can be found in the top, left corner of the tax document. Check the appropriate tax document box below.

Step 2:

Using the line number in the chart below, look at your/your spouse's Tax Return and determine if a dollar amount (other than \$0) was reported in the line number referenced. If so, you will need to attach a copy of the tax document noted. In most cases, Line 7 of the W-2 Statement should be the total of Box 1 from all W-2 Statements.

NOTE: *If you/your spouse had more than one income source, there may be multiple W-2 Statements or Schedules that you will need to submit.*

Step 3:

Submit all tax document copies to the Student One Stop Center.

Student/Spouse Tax Return Form Filed in 2016:		
IRS Form	Submit documentation if the value is greater than \$0.	
1040	Line 7	Attach copy of 2016 IRS W-2 Statement
	Line 12	Attach copy of 2016 IRS Schedule C (Business Income)
	Line 18	Attach copy of 2016 IRS Schedule F (Farm Income)
	Form 1065	Attach copy of 2016 IRS Schedule K-1 (Partnership)
1040A	Line 7	Attach copy of 2016 IRS W-2 Statement
1040EZ	Line 7	Attach copy of 2016 IRS W-2 Statement