



**Please return this form to:**  
 Wilmington College 937.382.6661  
 Pyle Center Box 1184 800.341.9318 x600  
 1870 Quaker Way wilmington.edu  
 Wilmington, OH 45177 sos@wilmington.edu  
 937.383.8564 f

**2018-2019 STUDENT TAX FILING VERIFICATION**

**SECTION A: STUDENT INFORMATION**

STUDENT NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_  
 Your application has been selected for Verification. We are required by federal law (34 CFR, Part 668) to compare the information from your Free Application for Federal Student Aid (FAFSA) with the federal tax information provided to the IRS, along with this form. If there are differences, your FAFSA information may need to be corrected. You (and your spouse, if married) must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Student One Stop Center.

**PLEASE NOTE:**

- ✓ We cannot continue processing your financial aid until all required financial aid documents have been submitted.
- ✓ All required documents must be returned to our office within two weeks.
- ✓ We will update your FAFSA, if needed, based on the information provided on this form.

**SECTION B: STUDENT TAX INFORMATION (COMPLETE ONLY #1 OR #2.)**

THE INSTRUCTIONS AND CERTIFICATIONS BELOW APPLY TO THE STUDENT (AND SPOUSE, IF MARRIED) AS REPORTED ON THE FAFSA.

**1. COMPLETE THIS SECTION IF STUDENT DID FILE A 2016 INCOME TAX RETURN WITH THE IRS.**

CHECK THE APPROPRIATE BOX(ES) BELOW WHICH APPLY TO STUDENT (OR SPOUSE):

- YOU HAVE USED THE IRS DATA RETRIEVAL TOOL IN THE FAFSA ON THE WEB TO TRANSFER YOUR (AND SPOUSE'S, IF MARRIED) 2016 IRS INCOME INFORMATION INTO YOUR FAFSA, EITHER ON THE INITIAL FAFSA OR WHEN MAKING A CORRECTION.
- YOU ARE UNABLE TO USE THE IRS DATA RETRIEVAL TOOL TO TRANSFER YOUR 2016 IRS TAX INFORMATION INTO YOUR FAFSA. **SUBMIT A COPY OF YOUR (AND SPOUSE, IF MARRIED) 2016 IRS TAX RETURN TRANSCRIPT(S) – PHOTO COPIES OF THE 1040 INCOME TAX RETURN CANNOT BE ACCEPTED.**

**IMPORTANT NOTE:** IF YOU (AND SPOUSE, IF MARRIED) FILED AN AMENDED 2016 FEDERAL INCOME TAX RETURN OR WERE A VICTIM OF IDENTITY THEFT, SUBMIT THE DOCUMENTS NOTED ON THE INSTRUCTION SHEET ON THE REVERSE SIDE

SEE REVERSE SIDE FOR INSTRUCTIONS ON HOW TO OBTAIN VARIOUS TAX DOCUMENTS



**2. COMPLETE THIS SECTION IF STUDENT DID NOT FILE AND WAS NOT REQUIRED TO FILE A 2016 INCOME TAX RETURN WITH THE IRS.**

CHECK THE APPROPRIATE BOX(ES) BELOW WHICH APPLY TO STUDENT (OR SPOUSE):

- I (AND SPOUSE, IF MARRIED) WAS NOT EMPLOYED AND HAD NO INCOME EARNED FROM WORK IN 2016. *NOTE: INDEPENDENT STUDENTS MUST SUBMIT A 2016 IRS VERIFICATION OF NON-FILING FORM.*
- I (AND SPOUSE, IF MARRIED) WAS EMPLOYED IN 2016 BUT NOT REQUIRED TO FILE TAXES. LIST BELOW THE NAMES OF ALL YOUR (SPOUSE'S) EMPLOYERS, THE AMOUNTS EARNED FROM EACH EMPLOYER IN 2016, AND WHETHER AN IRS W-2 FORM IS ATTACHED.

**INDEPENDENT STUDENTS MUST SUBMIT A 2016 IRS VERIFICATION OF NON-FILING FORM LETTER AND COPIES OF ALL 2016 IRS W-2 FORMS ISSUED TO YOU (AND SPOUSE, IF MARRIED) BY EMPLOYER(S). LIST EVERY EMPLOYER EVEN IF THEY DID NOT ISSUE AN IRS W-2 FORM.**



EMPLOYER NAME	2016 AMOUNT EARNED	IRS W-2 ATTACHED
<i>Ex: Susy's Auto Body</i>	<i>\$2,000</i>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO

IF A W-2 IS NOT ATTACHED, PLEASE EXPLAIN WHY.

**SECTION C: CERTIFICATION**

*By signing this form, I certify the information on the form and any attachments are accurate and complete to the best of my knowledge and that there is no forgery of signature(s). The information supplied on this form supersedes that which was provided on the FAFSA. I understand that any false statements or misrepresentation may be cause for denial, reduction, withdrawal, and/or repayment of financial aid, and I may be subject to a fine, imprisonment or both, under provisions of the United States Criminal Code.*

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 SPOUSE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## IRS DATA RETRIEVAL:

The best way to verify tax information is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, then you should go to [www.fafsa.gov](http://www.fafsa.gov), go into your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into your FAFSA.

## IRS TAX RETURN TRANSCRIPT:

To obtain an IRS Tax Return Transcript, go to [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript). Click on "Get Transcript by MAIL".

Make sure to request the "IRS Tax **RETURN** Transcript" and not the "IRS Tax Account Transcript" for tax year 2016. You will need your and your spouse's (if married) Social Security Number, Date of Birth, and the address on file with the IRS (normally this will be the address used when the 2016 IRS Tax Return was filed). If successfully validated, you and your spouse (if married) will receive the Tax Return Transcript with 5-10 business days. Submit all pages (front & back) to us.

### IMPORTANT NOTE:

If you are married and you and your spouse filed separate 2016 tax returns, then you will need to submit 2016 Tax Return Transcripts for both you and your spouse.

## VERIFICATION OF NON-FILING LETTER FOR INDEPENDENT STUDENTS

To obtain a Verification of Non-filing Letter, print the IRS Form 4506-T from the Financial Aid Forms webpage.

- Complete Lines 1-4, following the instructions on Page 2 of the Form 4506-T.
- Line 5 has been pre-populated with Wilmington College's address so that the Verification of Non-filing Letter will be sent directly to Wilmington College.
- Check the box on Line 7.
- Sign and date the form and enter the taxpayer's phone number.
- Mail or fax the completed form to the appropriate address/fax number associated with the taxpayer's state of residence.

Wilmington College should receive the Verification of Non-filing Letter within 30 days of the IRS receiving your request.

## AMENDED TAX RETURN FILERS

An individual who filed an Amended Income Tax Return (IRS Form 1040X) for tax year 2016 must submit to Wilmington College:

- A 2016 IRS Tax RETURN Transcript, which will reflect information from the originally filed tax return. Be sure to submit all pages (front and back) to us **AND**
- A signed copy of the 2016 IRS Form 1040X (Amended U.S. Individual Income Tax Return) that was filed with the IRS. Be sure to submit both pages of the tax document to us.

## VICTIMS OF IRS IDENTITY THEFT

An individual who was a victim of IRS tax-related identity theft must submit to Wilmington College:

- A Tax Return Database View (TRDBV) Transcript for tax year 2016. This document must be obtained directly from the IRS' Identity Protection Specialized Unit (IPSU) by calling their toll free number 1-800-908-4490. Once the taxpayer's identity has been authenticated, the IRS will mail the taxpayer the TRDBV. Be sure to submit all pages (front and back) to us **AND**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related theft.