



**C. Student Income Information**

1. TAX RETURN FILERS--Complete this section if the student, filed or will file a 2016 IRS income tax return.

*The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov). In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.*

**Check the box that applies:**

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2016 IRS Tax Return Transcript**.

*To request a copy of your tax return transcript, go to [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript), or call 1-800-908-9946. Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."*

- Check here if a **2016 IRS Tax Return Transcript** is provided.
- Check here if a **2016 IRS Tax Return Transcript** will be provided later.

**Important Note:** If the student filed, or will file, an amended 2016 IRS tax return, you must provide:

- A **2016 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A **signed copy of the 2016 IRS Form 1040X**, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

2. TAX RETURN NONFILERS—Complete this section if the student will not file and is not required to file a 2016 income tax return with the IRS.

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2016.
- The student was employed in 2016 and has listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. [Provide copies of all W-2 forms issued to the student by their employers]. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	2016 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

**D. Parent Income Information**

1. TAX RETURN FILERS— The instructions below applies to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016.

INSTRUCTIONS: Complete this section if the parents filed or will file a 2016 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

**Check the box that applies:**

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA.
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2016 IRS Tax Return Transcript(s)**.

To request a copy of your tax return transcript, go to [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript), or call 1-800-908-9946. Make sure to request the **"IRS Tax Return Transcript"** and **NOT** the "IRS Tax Account Transcript." If the parents filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and the **2016 IRS Tax Return Transcript(s)** must be provided for each.

- \_\_\_\_\_ Check here if a **2016 IRS Tax Return Transcript(s)** is provided.
- \_\_\_\_\_ Check here if a **2016 IRS Tax Return Transcript(s)** will be provided later.

**Important Note:** If the student's parent(s) filed or will file, an amended 2016 IRS tax return, you must provide:

- A **2016 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A **signed copy of the 2016 IRS Form 1040X**, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

2. TAX RETURN NONFILERS—Complete this section if the parents will not file and are not required to file a 2016 income tax return with the IRS. **YOU ARE REQUIRED TO SUBMIT THE "2016 IRS VERIFICATION OF NON-FILING LETTER," DATED ON OR AFTER OCTOBER 1, 2017, EVEN IF YOUR INCOME IS ZERO.** The Verification of Non-filing Letter must be requested directly from the IRS by going to [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript). If appropriate, a similar confirmation from another taxing authority (e.g. foreign government or U.S. territory) is also acceptable.

**In addition, check the box that applies below:**

- Neither parent was employed and neither had income earned from work in 2016. **A signed statement explaining the means of support during 2016 MUST be included. List all source(s) and amounts of untaxed income received in 2016.**
- One or both parents were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. [Provide copies of all 2016 W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	2016 Amount Earned by Father/ Step-father	2016 Amount Earned by Mother/Step-mother	IRS W-2 Attached?

**E. High School Completion Status**

Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2018–2019:

- A copy of the student's high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- For a student who was homeschooled in a State where State law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a State where State law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a Statement that the student successfully completed a secondary school education in a homeschool setting.

**NOTE: If you are unable to obtain the documentation listed above, you must contact the financial aid office at 415- 618-6190. If you have submitted the documentation listed above to the Admissions Office or to the Office of the Registrar, please check this box**

**F. Identity/Statement of Educational Purpose**

**Identity and Statement of Educational Purpose  
(To Be Signed at the Institution)**

The student must appear in person at Academy of Art University verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of  
(Print Student's Name)

Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Academy of Art University for 2018–2019.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name of School Authorized Official)

\_\_\_\_\_  
(Signature of School Authorized Official)

**Identity and Statement of Educational Purpose  
(To Be Signed With Notary)**

If the student is unable to appear in person at Academy of Art University to verify his or her identity, the student must **PROVIDE TO AAU**:

- (a) A copy of the **UNEXPIRED VALID GOVERNMENT-ISSUED PHOTO IDENTIFICATION (ID)** that is acknowledged in the notary Statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The **ORIGINAL STATEMENT OF EDUCATIONAL PURPOSE** provided below, which must be notarized. If the **NOTARY STATEMENT APPEARS ON A SEPARATE PAGE THAN THE STATEMENT OF EDUCATIONAL PURPOSE. THERE MUST BE A CLEAR INDICATION THAT THE STATEMENT OF EDUCATIONAL PURPOSE WAS THE DOCUMENT NOTARIZED.**

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of  
(Print Student's Name)

Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Academy of Art University for 2018–2019.

\_\_\_\_\_  
(Student's Signature) (Date)

**Notary's Certificate of Acknowledgement**

State of \_\_\_\_\_ City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_  
(Date) (Notary's name)

personally appeared, \_\_\_\_\_ and provided to me  
(Printed name of signer)

on the basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of unexpired government-issued photo ID provided) to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal**



\_\_\_\_\_  
(Notary Signature)

My Commission expires on \_\_\_\_\_

Student's Name: \_\_\_\_\_ AAU ID #: \_\_\_\_\_

**G. Certification and Signature**

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA 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's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

*Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to AAU FINANCIAL AID OFFICE: 79 New Montgomery Street, San Francisco, CA 94105  
Phone (415) 618-6190 \* Fax (415)618-6273\*FinancialAid@Academyart.edu*