

C. Student Income Information

1. TAX RETURN FILERS— The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse 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 student and spouse 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.* 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, or call 1-800-908-9946. Make sure to request the **"IRS Tax Return Transcript"** and **NOT** the "IRS Tax Account Transcript." If the student and spouse filed a separate 2016 IRS income tax returns, the IRS DRT cannot be used and 2016 IRS Tax Return Transcript(s) must be provided for each.

- ___ 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 (or your spouse, if married) 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 you, the student (and, if married, your spouse), 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. 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:

- The student and spouse were not employed and had no income earned from work in 2016. *A signed statement explaining how you supported yourself (and your household, if married) during 2016 must be included. List all sources and amounts of untaxed income received in 2016.*
- The student and/or spouse 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 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

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>

Student's Name: _____ AAU ID #: _____

D. Certification and Signature

Each person signing below certifies that all of the information reported is complete and correct.

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 (Required)

Date

Spouse's Signature (Optional)

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*