

Student's Name: _____ SSN: _____

C. Dependent Student's Income Information to Be Verified

1. **TAX RETURN FILERS**—**Important Note:** If the student filed, or will file, an amended 2018 IRS tax return, the student must contact the financial aid administrator before completing this section.

Instructions: Complete this section if the student, filed or will file a 2018 income tax return with the IRS.

Check the box that applies:

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2018 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. The student's school will use the IRS information that was transferred in the verification process.
- The student has not used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2018 IRS income information into the student's FAFSA once the student has filed a 2018 IRS tax return.
- The student did not use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **signed copy of their 2018 IRS Tax Return (1040) including all schedules**. If you are married and you and your spouse filed separate 2018 tax returns, you must submit tax return transcripts for both you and your spouse.

2. **TAX RETURN NONFILERS**—Complete this section if the student will not file and is not required to file a 2018 income tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2018.
- The student was employed in 2018 and has listed below the names of all the student's employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is attached. Attach copies of all 2018 IRS W-2 forms issued to the student by employers. List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.

Employer's Name	2018 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: _____ SSN: _____

D. Parent's Income Information to Be Verified - Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

1. **TAX RETURN FILERS—Important Note:** If the student's parent(s), filed or will file, an amended 2018 IRS tax return the student's financial aid administrator must be contacted before completing this section.

Instructions: Complete this section if the student's parent(s) filed or will file a 2018 income tax return with the IRS.
Check the box that applies:

- The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2018 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. The student's school will use the IRS information transferred into the student's FAFSA to complete the verification process.
- The student's parent has not used the IRS Data Retrieval Tool, but will use the tool to transfer 2018 IRS income information into the student's FAFSA once the parent's IRS 2018 tax return has been filed.
- The parent did not use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **signed copy of their 2018 IRS Tax Return (1040) including all schedules**. If you are married and you and your spouse filed separate 2018 tax returns, you must submit tax return transcripts for both you and your spouse.

2. **TAX RETURN NONFILERS**—Complete this section if the parent will not file and is not required to file a 2018 income tax return with the IRS. **NONFILERS MUST SUBMIT DOCUMENTATION FROM THE IRS THAT THEY DID NOT FILE.** Go to www.irs.gov and select "Get Your Tax Record" then select "Get Transcript by Mail". You can also request a transcript by calling 1-800-908-9946. Make sure to request the "Verification of Non-filing Letter". You can also request this by mail using IRS Form 4506-T found at www.irs.gov or on the Le Moyne website. This applies whether or not you worked but did not file.

Check the box that applies:

- The parent(s) was not employed and had no income earned from work in 2018.
- The parent(s) was employed in 2018 and has listed below the names of all the parent's employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is attached. Attach copies of all 2018 IRS W-2 forms issued to the parent(s) by employer(s). List every employer even if they did not issue an IRS W-2 form. If more space is needed attach a separate page with the student's name and Social Security Number at the top.

Employer's Name	2018 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

___ Check here if a confirmation of non-filing letter is attached.

___ Check here if a confirmation of non-filing letter will be provided later.

Student's Name: _____ SSN: _____

E. Certification and Signatures

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's Signature

Date

Parent's Signature

Date

***Do not mail this worksheet to the U.S. Department of Education.
Submit this worksheet to the financial aid administrator at:***

***Le Moyne College
Office of Financial Aid
1419 Salt Springs Road
Syracuse, NY 13214-1301
Phone: (315) 445-4400 Fax: (315) 445-4182
financialaid@lemoyne.edu***

You should make a copy of this worksheet for your records.