

Section 3 – Income/Tax Information – If Filed or Will File a 2017 Tax Return

Important Note: 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 2017 or had a change in marital status after the end of the 2017 tax year on December 31, 2017.

Instructions: Complete this section. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA.* In most cases, no further documentation is needed to verify 2017 IRS income tax return information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed. In most cases, for electronic filers, 2017 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2017 electronic income tax return has been accepted by the IRS. For filers of 2017 paper IRS income tax returns, it is generally available for the IRS DRT within 6-8 weeks after the 2017 paper income tax return has been received by the IRS.

Check the box that applies:

- The student has used the IRS DRT from the *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student’s FAFSA.
- The student has not yet used the IRS DRT from the *FAFSA on the Web*, but will use the tool to transfer 2017 IRS income tax return information into the student’s FAFSA once the 2017 IRS income tax return has been filed.
- The student is unable or chooses not to use the IRS DRT from the *FAFSA on the Web*, and instead will provide the school a **2017 IRS Tax Return Transcript(s)**.

To obtain a **2017 IRS Tax Return Transcript**, go to www.irs.gov/Individuals/Get-Transcript and click on the “Get Transcript Online or By Mail” link, or call 1-800-908-9946. Make sure to **request the “IRS Tax Return Transcript”** and not the “IRS Tax Account Transcript.” Users will need to create an account initially. Also, be sure to select “Higher Education/Student Aid” to ensure you are selecting the correct transcript.

If the student and spouse filed separate 2017 IRS income tax returns, **2017 IRS Tax Return Transcripts** must be provided for both.

____ Check here if a **2017 IRS Tax Return Transcript(s)** is provided.

____ Check here if a **2017 IRS Tax Return Transcript(s)** will be provided by _____

WARNING: If you purposely give false or misleading information you may be fined, sentenced to jail, or both.

Certification and Signature(s)

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

Student’s Signature (Required)

Date

Spouse’s Signature (Optional)

Date