

Parent's Name: _____ Student's Name: _____ Student's CWC ID #: _____

SECTION 3: DID PARENT(S) FILE A 2017 INDIVIDUAL INCOME TAX RETURN WITH THE IRS? **YES – PARENT DID FILE - TAX FILER COLUMN**

Instructions: Complete this column if parents (included in the household on page 1) did file or will file a **2017 U.S. Individual Income Tax Return** with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) when completing the FAFSA at www.fafsa.ed.gov.* In most cases, no further documentation is needed to verify 2017 income information that was transferred into the student's FAFSA using the IRS DRT (if that information was not changed). **Notify the financial aid office if parents filed separate returns for 2017 or had a change in marital status after December 31, 2017. Check the box that applies to you:**

Parent(s) did file and used the IRS DRT when completing the student's FAFSA. Parent's 2017 tax information was transferred into the student's FAFSA. **SKIP TO SECTION 4: CERTIFICATIONS AND SIGNATURES.**

Parent(s) did file but did NOT use the IRS DRT when completing the student's FAFSA, **but will log back into the FAFSA and make a correction to use the IRS DRT** to transfer their 2017 tax information into the student's FAFSA. **SKIP TO SECTION 4: CERTIFICATIONS AND SIGNATURES.**

Parent(s) did file but was not able to use the IRS DRT when completing the student's FAFSA and will submit a **signed copy** of their **2017 U.S. Individual Income Tax Return** that was filed with the IRS. (Form 1040, 1040A, 1040EZ including all schedules).

Parent(s) did file but had to 'AMEND' / 'CORRECT' their 2017 U.S. Individual Income Tax Return. They must submit two documents to CWC. 1) A **signed copy** of their initial **2017 U.S. Individual Income Tax Return** that was filed with the IRS (Form 1040, 1040A, 1040EZ including all schedules) **AND** 2) A **signed copy** of their **2017 Amended U.S. Individual Income Tax Return** that was filed with the IRS (Form 1040X) that shows the changes to their return.

Parent(s) did file but do not have a copy of their 2017 U.S. Individual Income Tax Return. They will order a 2017 TAX RETURN TRANSCRIPT from the IRS (go to page 3 to see the different options available to order a tax return transcript from the IRS).

PLEASE NOTE: *We cannot disburse any federal financial aid until all required documents have been submitted.*

 NO - PARENT DID NOT FILE - NON-FILER COLUMN

Instructions: Complete this column if parents did not file and are not required to file **2017 U.S. Individual Income Tax Return** with the IRS.

PARENT 1 - NON-FILER CERTIFICATION: I certify that I did not and I am not required to file a **2017 U.S. Individual Income Tax Return** with the IRS. **PARENT 1 SIGNATURE:** _____

PARENT 2 - NON-FILER CERTIFICATION: I certify that I did not and I am not required to file a **2017 U.S. Individual Income Tax Return** with the IRS. **PARENT 2 SIGNATURE:** _____

Per Federal Student Aid, as of January 9, 2019, individuals are still required to attempt to obtain a verification of non-filing (VNF) from the IRS. Each parent (if non-filers) must complete the IRS Form 4506-T requesting a Verification of Non-Filing from the IRS. Submit your request to CWC and we will fax it to the IRS for you AND keep a copy on file documenting your attempt to obtain the VNF. The IRS should send you a VNF within 10 working days. If you do not receive it within the 10 days, please contact our office.

Check here if a 2017 Verification of Non-Filing has been ordered from the IRS. Date(s) ordered: _____

Check here if parent(s) have already ordered and received the Verification of Non-Filing from the IRS. Submit the VNF to CWC.

DID PARENTS HAVE WAGES FROM WORKING IN 2017?

PARENT 1 CERTIFICATION - NO, I DID NOT WORK IN 2017. I certify that I was not employed and had no income earned from working in 2017. **PARENT 1 SIGNATURE:** _____

SKIP TO SECTION 4: CERTIFICATIONS & SIGNATURES

PARENT 2 CERTIFICATION - NO, I DID NOT WORK IN 2017. I certify that I was not employed and had no income earned from working in 2017. **PARENT 2 SIGNATURE:** _____

SKIP TO SECTION 4: CERTIFICATIONS & SIGNATURES

YES – PARENTS DID WORK IN 2017. Go to page 3 and list all employers your parents worked for in 2017. Parents will also need to **submit a copy of their 2017 W-2 forms or wage statements** to verify each of their incomes earned from working.

Parent’s Name: _____ Student’s Name: _____ Student’s CWC ID #: _____

TAX FILER COLUMN – continued from page 2

WAYS TO ORDER A TAX RETURN TRANSCRIPT FROM IRS

- Get Transcript by MAIL or ONLINE from the IRS
Go to IRS website: www.irs.gov (look for "Get Your Tax Record" – follow the steps on the IRS website to order your 'Tax Return Transcript' for 2017.
- Automated IRS Telephone Request Line
Call the IRS at 1-800-908-9946 and listen to the prompts carefully – again, be sure you are ordering the Tax Return Transcript.
- Paper Request Form: Complete and submit the IRS Form 4506T-EZ/IRS Form 4506-T.

The transcript is generally mailed to you within 10 business days from the IRS’s receipt of the request.

Check here if a **2017 IRS Tax Return Transcript(s)** has been ordered from the IRS – date ordered: _____

Check this box if parent has already submitted their **2017 IRS Tax Return Transcript(s)** or a **SIGNED copy** of their IRS Form 1040, 1040A, 1040EZ including all schedules) to CWC.

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Warning: If you purposely give false or misleading information on this worksheet, you will be reported to the Department of Education, you may be fined, sent to prison or both.

NON-FILER COLUMN - continued from page 2

PARENT NON-FILER WAGES FROM WORKING IN 2017

Parents 2017 Employers:	Did you receive a W-2 form?	Total \$ amount earned from this employer
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
(Parent 1)		\$
(Parent 1)		\$
(Parent 1)		\$
(Parent 1)		\$
(Parent 1)		\$
PARENT 1 - Total Income Earned From Working in 2017		\$
(Parent 2)		\$
(Parent 2)		\$
(Parent 2)		\$
(Parent 2)		\$
(Parent 2)		\$
PARENT 2 - Total Income Earned From Working in 2017		\$

REMINDER: Submit a copy of each W-2 form your parents received in 2017 to verify their wages. If they did not receive a W-2 from their employer, they will need to contact the employer and request a duplicate copy of their W-2. If they worked (odd jobs) and did not receive a W-2, they will need to submit a signed written statement documenting the name of the employer and the amount of the wages they received from working in 2017.

PLEASE NOTE: We cannot disburse any federal financial aid until all required documents have been submitted

If more space is needed, provide a separate page with your name and ID number at the top.

SECTION 4: PARENT CERTIFICATIONS AND SIGNATURES

Each person signing below, certifies that all information reported on this worksheet is complete and correct.

Parent 1 - Signature Date

Parent 2 - Signature Date