

Student’s Income Information to Be Verified

1. TAX RETURN FILERS—Important Note: If the student filed an amended 2018 IRS tax return, the student submit a signed 1040X.

Instructions: Complete this section if the student, filed a 2018 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, go to FAFSA.gov, log in to the student’s FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2018 IRS income tax information into the student’s FAFSA.*

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 has not yet 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. *See instructions above for information on how to use the IRS Data Retrieval Tool.*
- The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **signed copy of the student’s and spouse’s (if applicable) 2018 federal 1040 income tax return.**

2. IF YOU ARE A NON-FILER, YOU MUST SUBMIT PROOF OF NON-FILING. To do this, you can order a Tax Return Transcript from the IRS using one of the 2 options:

- 1) Order IRS Tax Return Transcript Online (USPS snail mail delivery)
 - To use **Get Transcript by Mail**, you need your Social Security number (SSN), date of birth, and address from your latest tax return.
 - **Visit:** www.irs.gov/help/tools and click on *Get Transcript and follow the instructions.*
- 2) Order IRS Tax Return Transcript by Phone (USPS snail mail delivery)
 - **Call: 1-800-908-9946**
 - Press 1 for English or 2 for Spanish
 - Enter your Social Security Number
 - Press 1 to confirm your Social Security Number or 2 to enter it again
 - Enter the numbers in your street address
 - Press 2 to order a tax return transcript
 - Enter the year you are requesting a tax return transcript
 - Press 1 to confirm the year or 2 to enter a different year
 - Your transcript will arrive in 5 to 10 days via mail

IF YOU ARE UNABLE TO OBTAIN VERIFICATION OF NON-FILING FROM THE IRS, PLEASE CONTACT THE FINANCIAL AID OFFICE AT 330-471-8159 OR FINAID@MALONE.EDU.

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 2017 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>

Independent Student's Other Information to Be Verified

Complete this section if you or your spouse, if married, paid child support in 2018.

- Either I, or if married my spouse who is listed in Section B of this worksheet, paid child support in 2018. I have indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2018 for each child. If asked by my school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes your name and Social Security Number at the top.*

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Age of the Child	Amount of Child Support Paid in 2018
<i>Marty Jones(example)</i>	<i>Chris Smith</i>	<i>Terry Jones</i>		<i>\$6,000.00</i>

Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse's signature is optional.

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

***Return completed form to:
Malone University
Financial Aid Office
2600 Cleveland Ave. N.W.
Canton, OH 44709
Fax number 330-471-8652
finaid@malone.edu***