

C. Dependent Student's Income Information to Be Verified

TAX RETURN FILERS—Important Note: If the student filed an amended 2019 IRS tax return, please submit a signed copy to the Financial Aid Office.

Instructions: Complete this section if the student, filed a 2019 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 2019 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 2019 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 2019 IRS income information into the student's FAFSA once the student has filed a 2019 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 2019 federal 1040 income tax return.**

TAX RETURN NONFILERS—Complete this section if the student will not file and is not required to file a 2019 income tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2019.
- The student was employed in 2019 and has listed below the names of all the student's employers, the amount earned from each employer in 2019, and whether an IRS W-2 form is attached. Attach copies of all 2019 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 | 2019 Amount Earned | IRS W-2 Attached? |
|--|----------------------------|---------------------|
| <i>Suzy's Auto Body Shop (example)</i> | <i>\$2,000.00(example)</i> | <i>Yes(example)</i> |
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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.

TAX RETURN FILERS—Important Note: If the student's parent(s), filed or will file, an amended 2019 IRS, please submit a signed copy to the Financial Aid Office.

Instructions: Complete this section if the student's parent(s) filed or will file a 2019 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's parent(s) has not already used the tool, the parent and the student should 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 parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2019 IRS income tax information into the student's FAFSA.*

Check the box that applies:

- The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2019 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
- The student's parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2019 IRS income information into the student's FAFSA once the parent's IRS tax return has been filed. *See instructions above for information on how to use the IRS Data Retrieval Tool.*
- The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a **signed copy of the parent's 2019 federal 1040 income tax return.**

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, 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 parent(s) was not employed and had no income earned from work in 2019.
- The parent(s) was employed in 2019 and has listed below the names of all the parent's employers, the amount earned from each employer in 2019, and whether an IRS W-2 form is attached. Attach copies of all 2019 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 | 2019 Amount Earned | IRS W-2 Attached? |
|--|-----------------------------|----------------------|
| <i>Suzy's Auto Body Shop (example)</i> | <i>\$2,000.00 (example)</i> | <i>Yes (example)</i> |
| | | |
| | | |

E. Parent's Other Information to Be Verified

1. Complete this section if one of the student's parents paid child support in 2019.

One (or both) of the student's parents listed in Section B of this worksheet paid child support in 2019. The parent has 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 2019 for each child. If asked by the school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes the student's 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 2019 |
|---------------------------------------|---|---|------------------|--------------------------------------|
| <i>Marty Jones</i> | <i>Chris Smith (example)</i> | <i>Terry Jones</i> | | <i>\$6,000.00</i> |
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F. 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

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