

C. Dependent Student's Income Information to Be Verified

1. TAX RETURN FILERS—**Important Note:** If the student filed, or will file, an amended 2023 IRS tax return, the student must contact the financial aid administrator before completing this section.

As part of federal student aid eligibility, students will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In most cases, no further documentation is needed to verify 2023 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

If 2023 income tax return information was not available or could not be used, the student should provide the institution with a 2023 IRS Tax Return Transcript(s) or a signed copy of the 2023 Income Tax Return and applicable schedules.

A 2023 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by Mail** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript Online** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.

TAX RETURN NONFILERS—Complete this section if the student will not file and is not required to file a 2023 income tax return with the IRS.

Check the box that applies:

The student was not employed and had no income earned from work in 2023. *If checked, you are verifying that you will send a copy of the nonfiler letter from the IRS OR you can sign below indicating you are a nonfiler and attempted to obtain verification of non-filing status.*

Signature

Date

The student was employed in 2023 and has listed below the names of all the student's employers, the amount earned from each employer in 2023, and whether an IRS W-2 form is attached. Attach copies of all 2023 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	2023 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

If you did not file 2023 taxes, you are verifying that you will send a copy of the nonfiler letter from the IRS or you can sign above indicating you are a nonfiler and attempted to obtain verification of non-filing status.

Student's Name: _____

ID# _____

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 2023 IRS tax return, the student's financial aid administrator must be contacted before completing this section.

As part of federal student aid eligibility, parents will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the parents filed separate 2023 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2023 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

If 2023 income tax return information for the parents was not available or could not be used, the parents should provide the institution with a 2023 IRS Tax Return Transcript(s) or a signed copy of the 2023 income tax return and applicable schedules.

- A 2023 IRS Tax Return Transcript may be obtained through:
 - **Get Transcript by Mail** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
 - **Get Transcript Online** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
 - **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.

2. TAX RETURN NONFILERS—Complete this section if the student's parent(s) will not file and is not required to file a 2023 income tax return with the IRS.

Check the box that applies:

The parent(s) was not employed and had no income earned from work in 2023.
If checked, I, the student's parent, am verifying that you will send a copy of their verification of nonfiler letter from the IRS OR you can sign below indicating you are a nonfiler and attempted to obtain verification of non-filing status.

_____ _____
Parent Signature Date

The parent(s) was employed in 2023 and has listed below the names of all the parent's employers, the amount earned from each employer in 2023, and whether an IRS W-2 form is attached. Attach copies of all 2023 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	2023 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00 (example)	Yes (example)

If I, the student's parent, am verifying that I did not file a tax return and will send a copy of the nonfiler letter from the IRS Or you can sign above indicating you are a nonfiler and attempted to obtain verification of non-filing status.

Student's Name: _____

ID# _____

Comments:

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

*E-mail, fax or mail to: financialaid@centralpenn.edu Fax: 717-728-2350
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1-800-759-2727*