



Student's Name: \_\_\_\_\_

ID# \_\_\_\_\_

**C. Independent Student's Income Information to Be Verified**

1. **TAX RETURN FILERS—Important Note:** If you (or your spouse, if married) filed, or will file, an amended 2023 IRS tax return, you must contact your financial aid administrator before completing this section.

2. **TAX RETURN NONFILERS**—Complete this section if you, the student (and, if married, your spouse), will not file and are not required to file a 2023 income tax return with the IRS.

As part of federal student aid eligibility, students, and spouses (as appropriate), 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 student and spouse 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 student (or spouse, if applicable) 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.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The

**Check the box that applies:**

The student (and, if married, the student's spouse) 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 (and/or the student's spouse if married) was employed in 2023 and has listed below the names of all employers, the amount earned from each employer in 2023, and whether an IRS W-2 form is attached. Attach copies of all 2023 W-2 forms issued to you (and, if married, to your spouse) by employers. *List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and SSN 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</i>	<i>Yes</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# \_\_\_\_\_

**Comments:**

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**D. Certification and Signature**

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet.

**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

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date

*E-mail, fax, or mail to: [financialaid@centralpenn.edu](mailto:financialaid@centralpenn.edu) Fax: 717-728-2350  
Central Penn College 600 Valley Road PO Box 309 Summerdale PA 17093 1-800-759-2727*