

STUDENT RETURN TRANSCRIPT & INCOME INFORMATION – TAX YEAR 2017

Were you required to file taxes in 2017?

___ **YES**...Please refer to your GUIDE TO VERIFICATION to determine if a federal return transcript from the IRS is required. Return transcripts can be requested via www.irs.gov. Once received, your return transcript must be submitted to our office along with this Verification Worksheet.

___ **NO**...Complete the table below. Please refer to your GUIDE TO VERIFICATION to determine if 2017 W-2 form(s) and/or an IRS Letter of non-filing are required.

Source of income (i.e. untaxed items such as disability, child support, etc. (Fill out only if you did NOT file taxes)	Amount Earned/Received
TOTAL	

*If you no longer have your W-2(s), you may request a **W-2 Wage Summary** by calling the IRS at 800.829.1040. Please be advised that it may take a minimum of three weeks for the IRS to mail these documents to you.*

SPOUSE OR PARENT RETURN TRANSCRIPTS & INCOME INFORMATION – TAX YEAR 2017

Were you required to file taxes in 2017?

___ **YES**...Please refer to your student’s GUIDE TO VERIFICATION to determine if a federal return transcript from the IRS is required. Return transcripts can be requested via www.irs.gov. Once received, your return transcript must be submitted to our office along with this Verification Worksheet.

___ **NO**...Complete the table below. Please refer to your student’s GUIDE TO VERIFICATION to determine if 2017 W-2 form(s) and/or an IRS Letter of non-filing are required.

Source of income (i.e. untaxed items such as disability, child support, etc. (Fill out only if you did NOT file taxes)	Amount Earned/Received
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CERTIFICATION

By signing this worksheet, I certify all the information reported is complete and correct:

Student signature _____ Date _____ Student name (please print) _____ Student ID number _____

Parent signature (if student is dependent)/Spouse signature (if student is married) _____ Date _____ Parent/spouse name (please print) _____