





**C. Income Information**

**STUDENT:**

**Check one box:**

- The student has used the IRS DRT in FAFSA on the Web to transfer 2015 IRS income tax return information into the student’s FAFSA.
- The student has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2015 IRS income tax return information into the student’s FAFSA once the 2015 IRS income tax return has been filed.
- The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a **2015 IRS Tax Return Transcript(s)**.
- The student did not work and will not file a tax return; a **2015 Verification of Non-Filing Letter** from the IRS will be provided.
- The student did work and will not file a tax return; a **2015 Verification of Non-Filing Letter** from the IRS will be provided.

The best way to verify income is by using the IRS Data Retrieval Tool (DRT) that is part of FAFSA on the Web. If you have not already used the tool, go to FAFSA.gov, log into the student’s FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. Follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into your FAFSA. Be sure to electronically sign and submit the updated FAFSA. It takes up to 2-3 weeks from the date you electronically filed your tax return for IRS income information to be available for the IRS Data Retrieval Tool. If you filed a paper tax return, you must wait up to 8-11 weeks from the date you filed your return to use the IRS Data Retrieval Tool. To obtain a 2015 IRS Tax Return Transcript online, go to [www.irs.gov](http://www.irs.gov) and under the Tools heading, click “Get a tax transcript”. Click “Get Transcript ONLINE”, or call 1-800-908-9946. Be sure to request the “IRS Tax Return Transcript” and not the “IRS Tax Account Transcript.” A confirmation of non-filing can be obtained from the IRS using Form 4506-T and checking box 7. If appropriate, a similar confirmation from another taxing authority (e.g., a U.S. territory or a foreign government) is also acceptable.

**SPOUSE:**

**Check one box:**

- The student’s spouse has used the IRS DRT in FAFSA on the Web to transfer 2015 IRS income tax return information into the student’s FAFSA.
- The student’s spouse has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2015 IRS income tax return information into the student’s FAFSA once the 2015 IRS income tax return has been filed.
- The student’s spouse is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a **2015 IRS Tax Return Transcript(s)**.
- The student’s spouse did not work and will not file a tax return; a **2015 Verification of Non-Filing Letter** from the IRS will be provided.
- The student’s spouse did work and will not file a tax return; a **2015 Verification of Non-Filing Letter** from the IRS will be provided .

**D. Other Information**

**Child Support Paid:**

Name of the person who paid child support	Name of person to whom child support was paid	Name of Child for whom support was paid	Amount of Child support paid in 2015

**SNAP Benefit Received**

The student certifies that \_\_\_\_\_, a member of the student’s household, received benefits from the Supplemental Nutrition Assistance Program (SNAP) sometime during 2015 or 2016. SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4Fed-AID (1-800-433-3243).

**E. Certification and Signatures**

Each person signing below certifies that the information reported is complete and correct.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse’s Signature

\_\_\_\_\_  
Date

**Return Completed Form to:** Financial Aid Office  
PO Box 947  
Emory, VA 24327  
Local: 276-944-6940  
FAX: 276-944-6884  
E-mail: ehfinaid@ehc.edu