



## STEP 4: EDUCATION CREDIT

Did you/parent claim an Education Credit on your 2021 Federal Income Tax Return (refer to 2021 Federal 1040)

- ☐ **YES** – Amount \$\_\_\_\_\_. Continue to Step 5.
- ☐ **NO** – Continue to Step 5.

## STEP 5: STUDENT DATA RETRIEVAL TOOL/TAX RETURN INFORMATION – CALENDAR YEAR 2021

Are you or will you be required to file a 2021 Federal Income Tax Return?

- ☐ **YES** – If so, have you or are you planning to use the Data Retrieval Tool\*?

**YES** – Please use Data Retrieval Tool on FAFSA or submit a signed copy of your IRS Tax Return (include schedules 1, 2 and 3). \*\*

- ☐ **NO** – Complete the table below and attach copies of **ALL 2021 W-2** forms. If no income write “**NONE**”. Continue to STEP 6.

Employer's Name	IRS 2021 W-2 or Equivalent Document	Annual Amount
		\$
		\$
	Total	

## STEP 6: SPOUSE/PARENT DATA RETRIEVAL TOOL/TAX RETURN INFORMATION– CALENDAR YEAR 2021

Are you or will you be required to file a 2021 Federal Income Tax Return?

- ☐ **YES** – If so, have you or are you planning to use the Data Retrieval Tool\*?

**YES** – Please use Data Retrieval Tool on FAFSA or submit a signed copy of your IRS Tax Return (include schedules 1, 2 and 3). \*\*

- ☐ **NO** – Complete the table below and attach copies of **ALL 2021 W-2** forms. If no income write “**NONE**” and request a verification of non-filing (4506-T) from the IRS.\*\*\* Continue to STEP 7.

Employer's Name	IRS 2021 W-2 or Equivalent Document	Annual Amount
		\$
		\$
	Total	

NOTE: \*Data Retrieval Tools can be found at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This tool downloads your tax information directly from the IRS into the FAFSA application. \*\*If you are unable to locate your IRS Tax Returns, you can request a Federal Tax Transcript at [www.irs.gov/transcript](http://www.irs.gov/transcript). After user authentication, provide reason for request, select the year, type of transcript (Tax Return Transcript) and other requested information. The document will display in a printable format. \*\*\*If you did not file a 2021 IRS Tax Return and you attempted to obtain the verification of non-filing (4506-T) from the IRS or other tax authority and was unable to obtain, you must inform us in writing.

## STEP 7: CERTIFICATION

By signing this worksheet, I (we) certify that all information reported on it, is complete and accurate. At least one parent must sign if student is dependent.

\_\_\_\_\_  
Student Actual Signature (not digital)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse/Parent 1 Actual Signature (not digital)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent 2 Actual Signature (not digital)

\_\_\_\_\_  
Date

Please submit this verification form and provide copies of all requested paperwork within **15 days** of receipt to the **Financial Aid Office**. Incomplete paperwork will be returned to you for completion, thereby delaying the processing of your financial aid award. **Failure to return the requested documentation to the Financial Aid Office before you end your term of enrollment will result in cancellation of your aid.**