

INSTRUCTIONS FOR PARENT TAX FILERS:

If the parents filed or will file a 2015 IRS income tax return(s), follow the steps below to send us a copy of your IRS Tax Return Transcript or a signed copy of the 2015 Federal Tax Return Form 1040, 1040A, or 1040EZ. We cannot accept state tax returns or the U.S. Individual Tax Declaration for Electronic Filing (Form 8453). For further instructions, please visit MiamiOH.edu/verification. Please do not submit any original document(s) to our office as we will be unable to return them.

A **2015 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by MAIL – Go to irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Get Transcript ONLINE – Go to irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. Mail the completed 4506T-EZ or 4506-T to the IRS.

INSTRUCTIONS FOR PARENT NONTAX FILERS:

Complete this section if the parents did not file and are not required to file a 2015 income tax return with the IRS.

Both steps must be completed if you did not file and are not required to file taxes.

1. Certify by checking the box and your signature below that you and/or your spouse did not file and were not required to file a 2015 income tax return. Please list the sources and amounts of 2015 income earned from work in the space below. If you had no income list \$0. **Do not leave blank.**
2. Provide a copy of IRS Form W-2 (or equivalent documentation) for each source of employment income received.

☐ **I/We did not file and am/are not required to file a 2015 Federal Income Tax Return.**

Student Name: _____ Banner ID: + _____

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2015
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work (If you had no income list \$0. Do not leave blank.)		\$

CERTIFICATION: I certify that all the information reported to qualify for federal student aid is complete and correct.

Parent Signature (required)

Date

For office use only: