

Student Name \_\_\_\_\_

Banner ID + \_\_\_\_\_

**INSTRUCTIONS FOR PARENT TAX FILERS:**

If the parents filed a 2016 IRS income tax return(s), the best way to verify income is by using the IRS Data Retrieval Tool (DRT) that is part of the FAFSA on the Web. For further instructions, please visit [MiamiOH.edu/IRSDRT](http://MiamiOH.edu/IRSDRT).

If you are not able to use the DRT then you will need to send us a copy of your IRS Tax Return Transcript or a copy of the 2016 Federal Tax Return form 1040, 1040A, 1040EZ signed by the tax filer. 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](http://MiamiOH.edu/Verification). Please **do not submit original document(s)** to our office as we will be unable to return them.

A **2016 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by MAIL – Go to [www.irs.gov](http://www.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 [www.irs.gov](http://www.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 2016 income tax return with the IRS.

- ☐ **Neither parent was employed and neither parent had income earned from work.**
- ☐ **One or both parent(s) did not file and is/are not required to file a 2016 Federal Income Tax Return, but did have income.**

**Each step must be completed if you did not file and are not required to file taxes.**

1. If parent(s) did not file and were not required to file a 2016 income tax return, please list the sources and amounts of 2016 income earned from work in the space below.
2. Provide a copy of IRS Form W-2 (or equivalent documentation) for each source of employment income received.
3. Provide a copy of IRS Verification of Non-Filing Letter dated on or after October 1, 2017. This letter can be requested by completing a 4506-T form and mailing to the IRS, or by following the steps above to obtain a Tax Return Transcript. If unable to obtain the Non-Filing Letter, submit a signed statement certifying the FAFSA parent(s) attempted to obtain the IRS Verification of Non-Filing Letter, from the IRS or other tax authorities and was unable to obtain the required documentation.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2016
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

**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: