

Student Name _____ **Banner ID +** _____

Student Email _____ **@MiamiOH.edu** **Phone # for questions about form:** _____

INSTRUCTIONS FOR STUDENT TAX FILERS:

If the student filed a 2017 IRS income tax return(s), the best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of the FAFSA on the Web at FAFSA.gov. For further instructions, please visit MiamiOH.edu/IRSDRT.

Students unable to use the DRT will need to submit a copy of the IRS Tax Return Transcript or a copy of the 2017 Federal Tax Return form 1040, 1040A, or 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. Please do not submit original documents(s) to the One Stop as we will be unable to return them. The Banner ID will need to be included on all documents submitted.

A **2017 IRS Tax Return Transcript** may be obtained through mail, online, automated telephone request, or by the paper request form. Please see MiamiOH.edu/IrsTranscript for more detailed instructions.

INSTRUCTIONS FOR STUDENT NONTAX FILERS:

Each step must be completed if the student and/or spouse will not and are not required to file a 2017 income tax return.

***The Banner ID will need to be included on all documents submitted.**

1. If the student and/or spouse were not required to file a return during 2017, complete the table below. Even if they did not work.
 - Copies of the W-2 or 1099 (or equivalent documentation) will need to be submitted for each source of employment income received.
2. Independent students - Provide a copy of the IRS Verification of Non-filing Letter (for student and spouse (if applicable)) dated on or after October 1, 2018.
 - This letter can be requested by completing a 4506-T form and mailing it to the IRS, or by obtaining a tax return transcript.
 - If unable to obtain the Non-filing letter, submit a signed statement certifying the student and spouse (if applicable) 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.
3. Independent students - If there was no income earned, provide a signed statement explaining how the household was supported in 2017.

2017 Income	Were Taxes Filed? <small>Check Yes/No</small>	Employed <small>Check Yes/No</small>	Employer(s) Name	*Was a W-2 Received? <small>Check Yes/No</small>	Wages <small>(Box 1 on W-2. If a W-2 was not issued, list all earnings from job.)</small>
Student	Yes	Yes	1)	Yes No*	\$
	No	No	2)	Yes No*	\$
Spouse (if applicable)	Yes	Yes	1)	Yes No*	\$
	No	No	2)	Yes No*	\$

***Indicate reason for not receiving a W-2 if income from work was received:**

CERTIFICATION: I certify that all information reported to qualify for federal student aid is complete and correct and that purposely giving false or misleading information may lead to fines, prison or both.

 Student Signature (Original, not typed)

 Date

Please return this form to the One Stop:

Miami University - One Stop - 301 S. Campus Ave. - Oxford, OH 45056 513-529-0001

Email: OneStop@MiamiOH.edu - Fax: 513-529-8713 - Web: MiamiOH.edu/OneStop