

### Verification of 2013 Income Information for Student Tax Filers

**Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2013 or had a change in marital status after the end of the 2013 tax year on December 31, 2013.

**Instructions:** Complete this section if the student and spouse filed or will file a 2013 IRS income tax return. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2013 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic tax return filers, 2013 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2013 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2013 paper IRS income tax returns, the 2013 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2013 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT.

#### Check the statement that applies:

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2013 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 2013 IRS income tax return information into the student's FAFSA once the 2013 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 **2013 IRS Tax Return Transcript(s)**.

To obtain a **2013 IRS Tax Return Transcript**, go to [www.IRS.gov](http://www.IRS.gov) and click on the "Order a Return or Account Transcript" link. Make sure to request the "IRS Tax Return

Transcript and not the IRS Tax Account Transcript. Use the Social Security Number (or the IRS individual taxpayer identification number) and the date of birth of the first person listed on the 2013 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2013 IRS income tax return). In most cases, for electronic filers, a **2013 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2013 IRS income tax return has been accepted by the IRS. Generally, for filers of 2013 paper IRS income tax returns, the **2013 IRS Tax Return Transcript** may be requested within 8–11 weeks after the 2013 paper IRS income tax return has been received by the IRS.

If the student and spouse filed separate 2013 IRS income tax returns, **2013 IRS Tax Return Transcripts** must be provided for both.

\_\_\_\_\_ Check here if a **2013 IRS Tax Return Transcript(s)** is provided.

\_\_\_\_\_ Check here if a **2013 IRS Tax Return Transcript(s)** will be provided later.

### Certification and Signature

**Warning: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.**

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

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's ID Number

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (Optional)

\_\_\_\_\_  
Date