



### C. Dependent Student's Income Information

#### **Complete this section ONLY if a 2019 Tax Return was filed:**

**Instructions:** Complete this section if the student filed or will file a 2019 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 FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2019 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

**Check the option that applies:**

- The student has used the **IRS DRT** in *FAFSA on the Web* to transfer 2019 IRS income tax return information into the student's FAFSA.
- The student filed 2019 taxes, but did not use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules.**

A **2019 IRS Tax Return Transcript** may be obtained through:

- **Online Request** - Go to [www.IRS.gov](http://www.IRS.gov), and click on the "Get Your Tax Record" link. Make sure to request the "**IRS Tax Return Transcript**" and **NOT** the "IRS Tax Account Transcript."
- **Telephone Request** - 1-800-908-9946 or 1-844-545-5640
- **Paper Request Form** - IRS Form 4506T- IRS office is located at 290 N. D St., San Bernardino, CA 92401

If the student and spouse filed separate 2019 IRS income tax returns, the IRS DRT cannot be used and the **2019 IRS Tax Return Transcript(s)** must be provided for each.

#### **Complete this section if a 2019 Tax Return was NOT filed:**

**Check the option that applies:**

- I, the student was **NOT** employed and had **NO INCOME earned from work in 2019.**
- I, the student, **was employed in 2019** and have listed below the names of all employers, including cash jobs, and the amount earned from each employer in 2019. I have attached all 2019 IRS W-2 forms issued by the IRS. List every employer even if the employer did not issue an IRS W-2.

Employer's Name	2019 Amount Earned	IRS W-2 Attached?
<i>Veronica's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>
Total Amount of Income Earned From Work		\$

Regardless of the box checked in Section C, if you did not file a 2019 Tax Return you are required to attach a copy of your **2019 IRS Wage and Income Transcript** and a **2019 IRS Verification of Non-filing Letter** (*dated on or after 10/15/20*) obtained from the IRS, issued to the student.

## D. Parent's Income Information Verification of 2019 Income

### Complete this section if a 2019 Tax Return was filed:

**Important Note:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2019 or had a change in marital status after December 31, 2019.

**Instructions:** Complete this section if the parents filed or will file a 2019 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 FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2019 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

**Check the option that applies:**

- The parents **have used the IRS DRT** in *FAFSA on the Web* to transfer 2019 IRS income tax return information into the student's FAFSA.
- The parents filed 2019 taxes, but **did not use the IRS DRT** in *FAFSA on the Web* and instead will provide the school with a **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules.**

A **2019 IRS Tax Return Transcript** may be obtained through:

**Online Request** - Go to [www.irs.gov](http://www.irs.gov) and click on the "Get Your Tax Record" link. Make sure to request the "**IRS Tax Return Transcript**" and **NOT** the "IRS Tax Account Transcript."

**Telephone Request** - 1-800-908-9946 or 1-844-545-5640.

**Paper Request Form** - IRS Form 4506T – IRS office is located at 290 N. D St., San Bernardino, CA 92401. If the parents filed separate 2019 IRS income tax returns, the IRS DRT cannot be used and the **2019 IRS Tax Return Transcript(s)** must be provided for each.

### Complete this section ONLY if a 2019 Tax Return was NOT filed:

Complete this section **ONLY** if the student's parent(s) will not file and was/were NOT required to file a 2019 income tax return with the IRS.

**Check the option that applies:**

- The parent(s) was/were **not** employed and had no income earned from work in 2019.
- The parent(s) was/were employed in 2019 and has listed the names of all the parent's employers, including cash jobs, and the amount earned from each employer in 2019. I have attached all 2019 IRS W-2 forms issued by the IRS. List every employer even if the employer did not provide an IRS W-2 form.

Employer's Name	2019 Amount Earned	IRS W-2 Attached?
<i>Veronica's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>
Total Amount of Income Earned From Work		\$

Regardless of the box checked in Section D, if you did not file a 2019 Tax Return you are required to attach a copy of your parent(s) **2019 IRS Wage and Income Transcripts** and a **2019 IRS Verification of Non-filing Letter** (*dated on or after 10/15/20*) obtained from the IRS, issued to the parent(s).

## E. Parent's Other Information to Be Verified

1. Complete this section if someone in the household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or **SNAP** (also known as **EBT or food stamps**) any time during the 2019 or 2020 calendar years.

The parent(s) certify that \_\_\_\_\_, a member of the parents' household, received benefits from the Supplemental Nutrition Assistance Program or SNAP (also known as EBT/ Food Stamps) sometime during 2019 or 2020. SNAP may be known by another name in some states.

2. **Complete this section if one of the student's parents paid/ received child support in 2019.**

One (or both) of the student's parents listed in Section B of this worksheet paid/ received child support in 2019. The parent has indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2019 for each child. If asked by *Crafton Hills College*, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes the student's name and Social Security Number at the top.*

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2019
<i>Eric Jones</i>	<i>Jasmine Jones (example)</i>	<i>Vanessa Smith</i>	<i>\$6,000.00</i>

Documentation may be requested by the financial aid office. This may include, but is not limited to:

- A copy of the separation agreement or divorce decree that shows the amount of child support to be provided; **or**
- Copies of the child support payment checks, money order receipts, or similar records of electronic payments.

## F. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date.

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

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

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent's Signature*

\_\_\_\_\_  
*Date*

***Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to the financial aid administrator at your school. Keep a copy of this worksheet for your records.***

Return To: **FinanAid@sbccd.cc.ca.us** from your student email only.  
Include your name and student ID Number in the subject line of all email correspondence.