

C. Independent Student's Income Information to Be Verified

1. **TAX RETURN FILERS—Important Note:** If you (or your spouse, if married) filed, or will file, an amended 2016 IRS tax return, you must contact the financial aid administrator before completing this section.

Instructions: Complete this section if you, the student, filed or will file a 2016 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to FAFSA.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.*

Check the box that applies:

- I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer my (and, if married, my spouse's) 2016 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information that was transferred in the verification process.*

- I, the student, have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but I will use the tool to retrieve and transfer my (and, if married, my spouse's) 2016 IRS income information into my FAFSA once I have filed a 2016 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's school cannot complete the verification process until the IRS information has been transferred into the FAFSA.*

- I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school a **2016 IRS tax return transcript**—not a photocopy of the income tax return. *To obtain an IRS tax return transcript go to www.irs.gov under the **Tools** heading click on "Get a Tax Transcript" then click on **Get Transcript by MAIL** link or call 1-800-908-9946. Make sure you order the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." For paper request forms, print and complete IRS Form 4506T-EZ or 4506-T. It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper tax return filers. If the parents are married, and separate 2016 tax returns were filed, 2016 IRS tax return transcripts must be submitted for each parent.*
 - Check here if an IRS tax return transcript is attached to this worksheet.
 - Check here if an IRS tax return transcript will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.

2. **TAX RETURN NONFILERS**—Complete this section if you, the student (and, if married, your spouse), will not file and are not required to file a 2016 income tax return with the IRS.

Check the box that applies:

- The student (and, if married, the student's spouse), was not employed and had no income earned from work in 2016. *A copy of the Affidavit of Self Support form is attached.*

- The student (and/or the student's spouse, if married) was employed in 2016 but made less income than required for tax filing. *A copy of the Affidavit of Self Support form is attached.*

Student's Name: _____ SSN: _____

D. High School Completion Status

Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2018–2019. Check the box that applies to the item you will attach:

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student's General Educational Development (GED) certificate or GED transcript.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- An official high school transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

If the student is unable to obtain the documentation listed above, he or she must contact the Office of Financial Aid.

E. Identity and Statement of Educational Purpose (To Be Signed at the Institution)

The student must appear in person at Calumet College of St. Joseph to verify his or her identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.

In addition, the student must sign, in the presence of the institutional official, the following:

Statement of Educational Purpose

I certify that I _____ am the individual signing this
(Print Student's Name)
Statement of Educational Purpose and that the federal student financial assistance
I may receive will only be used for educational purposes and to pay the cost of attending
Calumet College of St. Joseph for 2018-2019.

(Student's Signature)

(Date)

(Student's ID Number)

If you cannot appear in person to submit this worksheet, you must contact the Office of Financial Aid.

F. Certification and Signatures

I certify that all of the information reported on this form is complete and correct. I understand that upon review of my file, I may be required to submit additional documentation. The student must sign and date this worksheet. If married, the spouse's signature is optional.

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

Spouse's Signature (optional)

Date