



**C. Student's Income Information to Be Verified: Only check the box that applies.**

1. **TAX RETURN FILERS**—**Important Note:** If you (or your spouse, if married) filed, or will file, an amended 2017 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 2017 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](http://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 2017 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 2017 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *Your 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 will use the tool to retrieve and transfer my (and, if married, my spouse's) 2017 IRS income information into my FAFSA once I have filed a 2017 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. Your school cannot complete the verification process until your (and, if married, your spouse's) IRS information has been transferred into your 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 **2017 IRS tax return transcript—NOT a photocopy of the income tax return. To obtain an IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2016 IRS tax return was filed). 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 IRS tax return filers.**
  - Check here if an IRS tax return transcript or a signed tax return is attached to this worksheet.*
  - Check here if IRS tax return transcript or signed tax return will be submitted to your school later. Verification cannot be completed until the IRS tax return transcript has been submitted to your school.*

3. **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 2017 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 2017.
- The student (and/or the student's spouse if married) was employed in 2017 and has listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is attached. **Attach copies of all 2017 IRS W-2 forms** issued to you (and, if married, to your spouse) by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and Social Security Number at the top.*

Employer's Name	2017 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Dependent Students Only: Only check the box that applies.

**D. Parent's Income Information to be verified**—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

**1. TAX RETURN FILERS**—Important Note: If the student's parent(s), filed or will file, an amended 2017 IRS tax return the student's financial aid administrator must be contacted before completing this section.

**Instructions:** Complete this section if the student's parent(s) filed or will file a 2017 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 the student's parent(s) has not already used the tool, the parent and the student should go to [FAFSA.gov](http://FAFSA.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2017 IRS income tax information into the student's 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 whether or how to use the IRS Data Retrieval Tool see the student's financial aid administrator.*

Check the box that applies:

- The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2017 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information transferred into the student's FAFSA to complete the verification process.*
- The student's parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2017 IRS income information into the student's FAFSA once the parent's IRS tax return has been filed. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's financial aid administrator cannot complete verification until the parent has transferred IRS information into the student's FAFSA.*
- The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's **2017 IRS tax return transcript(s)**—**NOT a photocopy of the income tax return**. *To obtain an IRS tax return transcript go to [www.irs.gov](http://www.irs.gov) and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure you order the "IRS tax return transcript" and not the "IRS tax account transcript." The parent will need his or her Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2017 IRS tax return was filed). 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 2017 tax returns were filed, 2017 IRS tax return transcripts must be submitted for each parent.*
- Check here if an IRS tax return transcript(s) or signed tax return(s) is attached to this worksheet.*
- Check here if IRS tax return transcript(s) or signed tax return(s) will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.*

**2. TAX RETURN NONFILERS**— Complete this section if the student's parent(s) will not file and is not required to file a 2017 income tax return with the IRS.

Check the box that applies:

- The parent(s) was not employed and had no income earned from work in 2017.
- The parent(s) was employed in 2017 and has listed below the names of all the parent's employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is attached. **Attach copies of all 2017 IRS W-2 forms** issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2017 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

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**G. Untaxed Income and Benefits**

Provide the requested amounts for items listed (from FAFSA) below. ***Do not leave any space blank*** (if the items do not apply enter zero). Amounts reported should be for ***2017 calendar year***.

Student Information	Item	Parent Information (If Dependent)
\$	Child Support RECEIVED for any of your children. Don't include foster care or adoption payments. If yes, provide a printed confirmation/proof of the amount received for 2017.	\$
\$	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to amounts reported on the w-2 forms in Boxes 12a through 12d, codes, D,E,F,G,H, and S.	\$
\$	Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits).	\$
\$	Veterans non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$
\$	Other untaxed income not reported such as workers' compensation, disability, etc (Don't include untaxed social security or SSI payments) Include untaxed portion of health savings accounts from IRS 1040, line 25.	\$
\$	Money received or paid on your behalf (Example: Bills) not reported elsewhere on this form.	\$

**G. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. If you were required to provide parental information, at least one of your parents must also sign below certifying the accuracy of the information provided on this form.

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

**All forms must be returned to Financial Aid!**

Ranger College Financial Aid Office  
1100 College Circle  
Ranger, TX 76470

Phone: 254-267-7110  
Fax: 254-647-0221  
E-mail: financialaid@rangercollege.edu