

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "verification." This process requires Ranken Technical College to compare information from your FAFSA with the information on this worksheet and with any other required documents. The law states we have the right to ask you for this information before awarding Federal Student Aid. If there are differences, your FAFSA information may need to be corrected. Please complete this verification form and submit it to the Financial Aid Office as soon as possible. Failure to submit information in a timely manner may result in payment being owed to the College. *Ranken Technical College must review the requested information under the financial aid program rules (34CFR, Part 668).*

### A. Student Information

Last Name

First

MI

Social Security Number

### B. Instructions for Completing the 2023-2024 Income Verification Requirements

Verifying Income Reported on the FAFSA:

- There are three options available to assist students and parents with the completion of the income verification requirement. If you owe the IRS, you may not be able to utilize any of these options until your tax obligation is paid in full.
- The IRS Data Retrieval Tool (IRS DRT) is the best, easiest and most accurate option to satisfy the income verification requirements.
- **Copies of W-2's for 2021 are also REQUIRED to be submitted to the school.**
- Parents who have not filed a 2021 tax return and were not required to file a 2021 tax return must obtain a confirmation letter from the IRS verifying they did not file a tax return for 2021. For additional information, please see page 2.

#### **Option 1: The IRS Data Retrieval Tool**

#### **Option 2: Tax Return Transcript**

#### **Option 3: SIGNED 2021 Federal 1040 (Including All Schedules)**

You can use option 1 if:	You cannot use option 1 if:
<ul style="list-style-type: none"> <li>• You have filed your 2021 federal tax return</li> </ul>	<ul style="list-style-type: none"> <li>• Your marital status changes after December 31<sup>st</sup> of the same tax year</li> </ul>
<ul style="list-style-type: none"> <li>• You have a valid Social Security Number</li> </ul>	<ul style="list-style-type: none"> <li>• You filed "married filing separately"</li> </ul>
<ul style="list-style-type: none"> <li>• You have an FSA ID (username and password)</li> </ul>	<ul style="list-style-type: none"> <li>• You are a victim of Identity Theft with the IRS</li> </ul>

#### **Option 1: The IRS Data Retrieval Tool**

##### **How to Use the IRS Data Retrieval Tool**

1. Log into the FAFSA at [studentaid.gov](http://studentaid.gov) or the myStudentAid app using the student's FSA ID (username and password).
2. Select "APPLY FOR AID" heading.
3. Then select "Reviewing and Correcting Your FAFSA Form."
4. Click on the "Financial Information" tab. The "Parent Financial Information" screen will display.
5. Answer the questions that determine if the IRS Data Retrieval Tool can be used. If eligible to use the IRS Data Retrieval Tool, enter the parent's FSA ID and link to the IRS. You will be notified that you are leaving FAFSA on the web. Click "OK" to continue.
6. Enter the requested information exactly as it appears on the filed tax return. Click "Submit." If the IRS is able to validate your identification, the Federal Income Tax Information will be available to import.
7. Click "Transfer Now" and then return to the FAFSA using the link provided.
8. Repeat the process for the student's financial information.
9. Once completed, continue to the "sign and submit" tab and submit your corrections.
10. Corrected FAFSA results will be submitted to your school.

## Option 2: Tax Return Transcript

If you cannot use the IRS Data Retrieval Tool, choose not to use the IRS Data Retrieval Tool, or have changed your IRS data on the FAFSA since using the IRS Data Retrieval Tool, you may provide a copy of your **2021 IRS Tax Return Transcript**. **Copies of W-2's for 2021 are also REQUIRED to be submitted to the school.**

How to Obtain a Tax Return Transcript			
Online Request	Telephone Request	Local IRS Office	Paper Request
Go online to <a href="http://www.irs.gov">www.irs.gov</a>	Call the IRS at 1-800-908-9946	Visit your local IRS office; appointments may be required	Use this option if you are unable to use any of the other options OR if you must obtain an <b>IRS verification of non-filing letter</b>
Select "Get Your Tax Record" link	Enter the requested personal information	To locate local IRS office, you may visit <a href="http://www.irs.gov">www.irs.gov</a>	Print Form 4506T EZ from the IRS website, <a href="http://www.irs.gov">www.irs.gov</a>
Select "Get Transcript Online" OR "Get a Transcript by Mail"	Select "Option 2" to request an <b>IRS Tax Return Transcript</b> and then enter "2021"	Search under "Contact Your Local IRS Office" to locate one in your area	Mail or fax the completed form to the appropriate address or number listed on page 2 of the 4506T EZ form
Follow the instructions and enter the required personal information		Select the "Taxpayer Assistance Center Office Locator" link	
Choose " <b>Return Transcript</b> " as the type of transcript AND 2021 for the tax year		Request <b>IRS Tax Return Transcript</b> for 2021	

### NOTE REGARDING NON-TAX FILERS:

- **Parents** who have not AND were not required to file a tax return **must obtain a verification of non-filing letter from the IRS confirming they did not file a tax return in 2021** AND complete the INCOME INFORMATION FOR NON-FILERS section of the Income Verification worksheet on page 4.
- **Students**—please complete the INCOME INFORMATION FOR NON-FILERS section of the Income Verification worksheet on page 3.
- A **verification of non-filing letter** may be obtained by following the ONLINE REQUEST or PAPER REQUEST instructions above on *How to Obtain a Tax Return Transcript*.
- If income is earned, you must submit a copy of each W-2 for 2021.
- If you are unable to obtain a **verification of non-filing letter** from the IRS, please contact the Financial Aid Office.

### NOTE FOR VICTIMS OF IRS TAX-RELATED IDENTITY THEFT:

- If you are a victim of IRS tax-related identity theft, you are unable to use Option 1 or Option 2. The student and/or parent can provide an alternative paper tax return transcript known as the TRDBV (Transcript DataBase View). To obtain an alternative tax return transcript, call the IRS at 1-800-908-4490. In addition to the TRDBV or a SIGNED 2021 Federal 1040 (including all schedules), a signed and dated statement is required indicating that the tax filer was a victim of **IRS tax-related identity theft** and the IRS has been made aware of the tax-related identity theft.

## C. Student Income Verification

1. **TAX RETURN FILERS**— Complete this section if the student filed or will file a 2021 income tax return with the IRS.
  - **Copies of W-2's for 2021 are also REQUIRED to be submitted to the school.**
  - If the student filed, or will file, an amended 2021 IRS tax return, the student must contact the Financial Aid Office before completing this section.

### Check the box that applies:

- The student has used the IRS Data Retrieval Tool to retrieve and transfer **2021 IRS tax return** information into the student's FAFSA.
- The student is unable or chooses not to use the IRS Data Retrieval Tool and the student will submit to the school a **2021 IRS Tax Return Transcript** or a **SIGNED 2021 Federal 1040 (Including all Schedules)**.

**2. INCOME INFORMATION FOR NON-FILERS**– Complete this section if the student has not filed and was not required to file a 2021 income tax return with the IRS.

**Check the box that applies:**

- The student was not required to file a **2021** Federal Tax Return because the student was not employed and had no income earned from work in **2021**.
- The student was not required to file a **2021** Federal Tax Return but was employed in **2021** and has listed below the names of all the student's employers and the amount earned from each employer in **2021**. Attach copies of all **2021** IRS W-2 forms issued to the student by their 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	2021 Amount Earned
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>

**D. Parent Income Verification**

**PARENT'S INCOME INFORMATION TO BE VERIFIED**–Note: The instructions below apply to each parent included in the household regardless of marital status.

1. **TAX RETURN FILERS**– Complete this section if the student's parent(s) filed or will file a 2021 income tax return with the IRS.
  - **Copies of W-2's for 2021 are also REQUIRED to be submitted to the school.**
  - If the student's parent(s) filed, or will file, an amended 2021 IRS tax return, the parent(s) must contact the Financial Aid Office before completing this section.

**Check the box that applies:**

- The student's parent(s) has used the IRS Data Retrieval Tool to retrieve and transfer **2021** IRS tax return information into the student's FAFSA.
- The parent(s) 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 **2021 IRS Tax Return Transcript(s)** or a **SIGNED 2021 Federal 1040 (Including all schedules)**. If the parents filed separate 2021 IRS tax returns, **2021 IRS Tax Return Transcripts or SIGNED Federal 1040s (Including all schedules) must be provided for both parents.**
  - Parents–please include the student's name and SSN/STD ID on page one of the IRS transcript or Federal 1040.

2. **INCOME INFORMATION FOR NON-FILERS**– Complete this section if the student’s parent(s) has not filed and was not required to file a 2021 income tax return with the IRS.

**You must provide documentation from the IRS dated on or after October 1, 2022 that indicates a 2021 IRS income tax return was not filed with the IRS–verification of non-filing letter (please see page 2 for instructions). If both parents are listed on the FAFSA, each parent must provide a letter of non-filing from the IRS. If you are unable to obtain a verification of non-filing letter from the IRS, please contact the Financial Aid Office.**

Check here if an IRS verification of non-filing letter is attached.

Check here if an IRS verification of non-filing letter will be submitted to the school at a later date.

**Check the box that applies:**

The parent(s) was not required to file a 2021 Federal Tax Return because the parent(s) was not employed and had no income earned from work in 2021.

The parent(s) was not required to file a 2021 Federal Tax Return but was employed in 2021 and has listed below the names of all the parent’s employers and the amount earned from each employer in 2021. Attach copies of all 2021 IRS W-2 forms issued to the parent(s) by their 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	2021 Amount Earned
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>

**E. Certification and Signature**

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

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

***Submit this worksheet to the Financial Aid Office at:***

***Ranken Technical College  
4431 Finney Avenue  
St. Louis, MO 63113***