The federal processor has selected your FAFSA for verification, which requires schools to collect documentation of the accuracy of the information provided on the application. Please complete and submit this form to the Office of Student Financial Aid within 14 business days. Your financial aid will be cancelled if the completed form is not submitted.

**2016 FEDERAL TAX FILING STATUS AND REQUIREMENTS**

The instructions below apply to each parent included in the household.

**PARENT(S) of DEPENDENT STUDENTS:** Check the box(es) next to your federal tax filing status

- **I/We did not work and will not file a 2016 U.S. Federal Income Tax Return**
  - ATTACH an IRS Verification of Non-filing Letter for 2016
    - This letter must be dated after 10/1/2017.

- **I/We worked, but am/are NOT REQUIRED TO FILE a 2016 U.S. Federal Income Tax Return.**
  - ATTACH copies of all 2016 W-2 forms issued to each parent included in the household.
  - ATTACH an IRS Verification of Non-filing Letter for 2016
    - This letter must be dated after 10/1/2017.
  - LIST BELOW every employer even if the employer did not issue a W-2 form. If you need more space, attach a separate page with your name and Student’s ID number at the top.

<table>
<thead>
<tr>
<th>Name</th>
<th>Employer Name</th>
<th>2016 Amount Earned</th>
<th>W-2 issued?</th>
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<td>No</td>
</tr>
</tbody>
</table>

- **I/We used the IRS Data Retrieval Tool** to transfer 2016 tax data to the FAFSA and made no changes to the information.

- **I/we filed taxes and did not (or could not) transfer** my/our 2016 income information to the FAFSA using the IRS Data Retrieval Tool.
  - ATTACH
    - An official 2016 IRS TAX RETURN TRANSCRIPT, (not an Account Transcript) which you can obtain at www.irs.gov or by filing Form 4506T-EZ.

**REQUIRED SIGNATURE:** I certify that all information reported on this worksheet is complete and correct. I understand that changes in my FAFSA financial information based on the documentation provided may result in a change in financial aid eligibility.

Parent’s Signature (Only one parent signature is required)  

Date

Print your name and student ID number on all documents - Return this form with all documents attached to:

**OFFICE OF STUDENT FINANCIAL AID** • The Welcome Center • P. O. Box 2340 • 42 West Warren • Detroit, MI 48202-0340
If the federal processor, the U.S. Department of Education, selects your FAFSA for income verification, you must provide the Office of Student Financial Aid with documentation of the accuracy of the information reported on the FAFSA. For federal income tax return filers, the documentation includes tax return data.

Use the IRS Data Retrieval Tool
If you did not use the IRS Data Retrieval Tool when you filed your 2018-19 FAFSA, you may still do so.

1. Login at fasfa.ed.gov to “Make FAFSA Corrections”
2. On the FAFSA, in the Financial Information section, click “Link to IRS”
3. On the IRS website, complete form and click on “Transfer my tax information into the FAFSA”

Submit an IRS Tax Return Transcript

A 2016 IRS Tax Return Transcript may be obtained via:

- Online Request - Go to www.IRS.gov. Click "Get Tax Transcript."
  CAUTION: Request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.”
- Phone Request - 1-800-908-9946, Paper Request Form -- IRS Form 4506T-EZ or IRS Form 4506-T, submit this form to the IRS

Submit an IRS Verification of Non-filing Status

A 2016 IRS Verification of Non-filing Letter dated after October 1, 2017, may be obtained via:

- Online Request - Go to www.IRS.gov. Click "Get Tax Transcript."
- Paper Request Form -- IRS Form 4506T-EZ or IRS Form 4506-T, submit this form to the IRS

If you filed an amended tax return, submit BOTH of the following:

1. An IRS Tax Return Transcript, a Record of Account Transcript, or a Return Transcript for Taxpayer (RTFTP); AND
2. A signed copy of the 2016 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

If you are a victim of identity theft and cannot obtain a tax transcript, submit BOTH of the following:

1. A Tax Return Database View (TRDBV) transcript obtained from the IRS. (Contact the IRS at 1-800-908-4490); AND
2. A statement signed and dated by the tax filers indicating that they were victims of IRS tax-related identity theft and that the IRS has been made aware of the tax-related identity theft.

If you were granted a filing extension, submit ALL of the following:

1. A copy of IRS Form 4868, “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,” that was filed with the IRS for tax year 2016; AND
2. A copy of the IRS’s approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2016; AND
3. Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2017; AND
4. A copy of W-2 for each source of employment income received for tax year 2016 and, if self-employed, a signed statement certifying the amount of the individual’s Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2016.

If you filed a non-IRS or foreign tax return, submit the following:

A tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico and the U.S. Virgin Islands may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed. A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information.

A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.