



### C. 2021 INCOME TAX RETURN FILING STATUS

Important Instructions for Tax Filers (In order to complete verification, you have two options from which to choose to provide tax filing information.)

#### Option 1: Complete Verification Electronically

You can use the IRS Data Retrieval Tool at [www.fafsa.gov](http://www.fafsa.gov) to transfer your and your parent's 2021 tax return information directly from the IRS onto your FAFSA. This is the fastest and easiest way to complete this portion of the verification process. If you filed an Amended Tax Return (Form 1040X), you must submit a signed copy.

#### Option 2: Complete Verification by Paper

Obtain a 2021 copy of "Tax Return Transcript" (not a "Tax Account Transcript") for all tax filers directly from IRS. These documents must be submitted together in our office. If you filed an Amended Tax Return (Form 1040X), you must submit a signed copy.

Student	Parent	Check any that apply
		Already filed – Check if you and/or your parent have already filed a 2021 U.S. Income Tax Return or a foreign tax return.
		Option 1 – Check here if you used the IRS Data Retrieval Tool on the FAFSA and will not submit 2021 IRS Tax Return Transcript(s).
		Option 2 – Check here if you and/or your spouse are submitting the 2021 tax transcripts to our office with this verification worksheet form
		Filed a 2021 Foreign Tax Return – You must submit a copy and an English translation to our office.

### D. DID NOT FILE A TAX RETURN IN 2021

Student	Parent	Check any that apply
		Will Not File and Did Not Work – Check here if you and/or your parent are not required to file a 2021 income tax return, and you had no income earned from work in 2021.
		Will Not File but <u>Did</u> Work – Check here if you and/or your parent did work in 2021, but are not required to file a tax return. (If you will not file a tax return but did work, then you must complete the table below, attach all W2's and/or 1099's received from all employers. If you have misplaced your W-2 or never received one then you must obtain a "Wage and Income Transcript" from the IRS. If the "Wage and Income Transcript" does not reflect your wages, submit a signed/dated written RETURP6064 Form that apply

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